



**Equal Employment  
Opportunity and Affirmative  
Action Five-Year Plan  
2020 - 2024**



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# Table of Contents

- Montana Department of Transportation Overview ..... 1
  - Mission, Vision, and Goals ..... 1
  - Organization ..... 2
    - MDT Headquarters ..... 2
    - MDT Districts ..... 2
    - Boards, Councils, and Commissions ..... 2
- Organizational Charts ..... 3
- Equal Employment Opportunity Assurance ..... 5
- State Internal EEO Program ..... 7
- Assignment of Responsibilities for Implementation ..... 7
- Workforce and Utilization Analysis ..... 8
- Job Categories and Race and Ethnicity Identifications ..... 10
  - EEO-4 Job Categories ..... 10
  - Race and Ethnicity Identifications ..... 11
- Workforce Overview ..... 12
- Underutilizations and Affirmative Action Goals ..... 12
- Applicant Flow Analysis ..... 14
- Barriers and Solutions ..... 15
- MDT Employment Practices ..... 16
  - Job Structuring ..... 16
  - Upward Mobility ..... 16
  - Recruitment and Selection ..... 16
  - Trainings ..... 18
    - Office of Civil Rights ..... 18
    - HROS Division ..... 18
    - State Professional Development Center ..... 19
  - Talent Performance Management ..... 19
  - Summer Internship Program ..... 19
  - Outreach Recruitment Efforts ..... 20
- OCR Internal Discrimination Complaint Procedures ..... 20

MDT Five-Year Objectives and Goals .....	22
Underutilization .....	22
Applicant Tracking.....	22
Recruitment and Selection .....	23
Meetings.....	23
Exit Interviews .....	23
Data, Tracking, and Reporting .....	23
Definitions.....	24
Data Resources.....	27
FHWA State Internal Equal Employment Opportunity Desk Reference .....	27
MDT 2018 Fact Book .....	27
TranPlanMT Plan Summary, November 2017.....	27
MDT HROS Employee Handbook, March 2019 .....	27
MDT HROS Recruitment and Selection Manual, July 2019 .....	27
Department of Administration State Human Resources Broadband Classification System Manual, 2015 .....	27
Appendices.....	27
Appendix A - MDT 2021 Biennium Goals and Objectives.....	27
Appendix B - 2010 U.S. Census Bureau .....	27
Appendix C - Employee Hiring Reports.....	27
Appendix D - EEO-4 Report.....	27
Appendix E - Employee Activity Report.....	27
Appendix F - Underutilization Report.....	27
Appendix G - Workforce Analysis Report.....	27
Appendix H - MDT EEO Job Codes.....	27
Appendix I - AAP Five-Year Goal Planning Data .....	27
Appendix J - Department of Administration Recruitment and Selection Policy.....	27
Appendix K - MDT Internship Descriptions.....	27
Appendix L - MDT Discrimination Complaint Form.....	27
Appendix M - MDT Internal Discrimination Complaint Process Flowchart Contents .....	27
Appendix N – MDT Exit Interview Form .....	27

## Montana Department of Transportation

### Internal Equal Employment Opportunity and Affirmative Action Five-Year Plan 2020 - 2024

The Montana Department of Transportation Internal Equal Employment Opportunity and Affirmative Action Five-Year Plan for 2020 – 2024 has been approved for submission to the Federal Highway Administration as follows:

Completed by:

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Michael Tooley  
MDT Director

## Montana Department of Transportation Overview

The Montana Department of Transportation (MDT) monitors the Montana state highway systems, transportation infrastructure and operations. MDT is also responsible for the planning, design, maintenance, operation, and management of Montana’s state-owned roadways, walkways, rest areas, airports, and numerous public-use facilities.

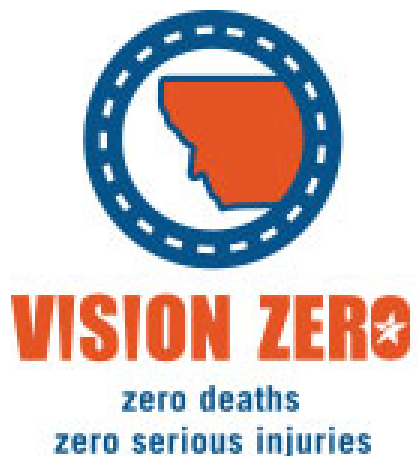
### Mission, Vision, and Goals

**Mission** - MDT’s mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

**Vision** - MDT’s guiding vision is: *“Serving you with pride.”*

**Goal** - MDT is committed to Vision Zero: Zero fatalities, Zero serious injuries on Montana highways. Seat belt use, sober and attentive drivers are key to reaching vision zero.

See, Appendix A for the MDT 2021 biennium goals and objectives.



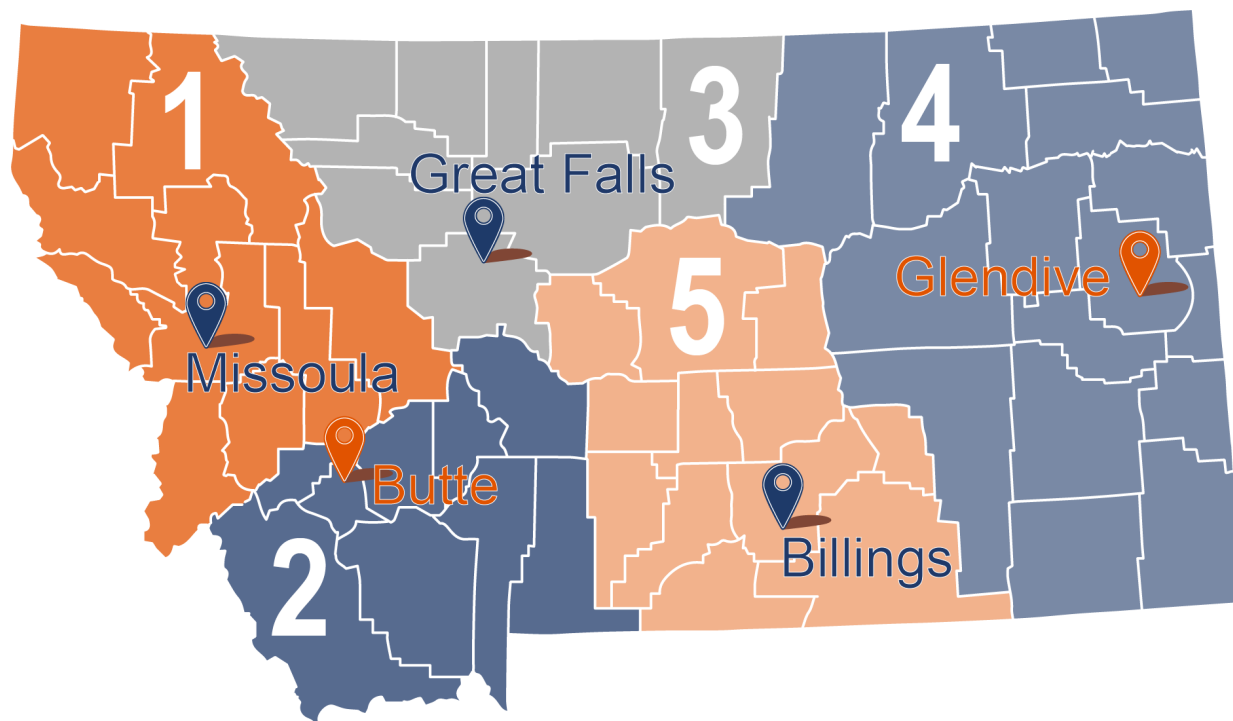
## Organization

### MDT Headquarters

MDT headquarters is located in Helena, Montana. MDT headquarters includes the following divisions: Administration, Engineering, Human Resources and Occupational Safety, Information Services, Maintenance, Motor Carrier Services, Public Information, Director’s Office, Rail, Transit and Planning, and Professional Services. The Office of Civil Rights who has the oversight of the State Internal Equal Employment Opportunity (SIEEO) program is located within the Professional Services Division.

### MDT Districts

MDT is divided into five districts. Each district has a regional headquarter and is managed by a District Administrator who focuses on the transportation needs of the district. Each district has onsite support staff for information technology and human resources.



### Boards, Councils, and Commissions

#### Transportation Commission

The Transportation Commission is a quasi-judicial board consisting of five members appointed by the Governor for a four-year term. The main functions of the Commission include selecting and prioritizing MDT projects, awarding monthly contracts, designating

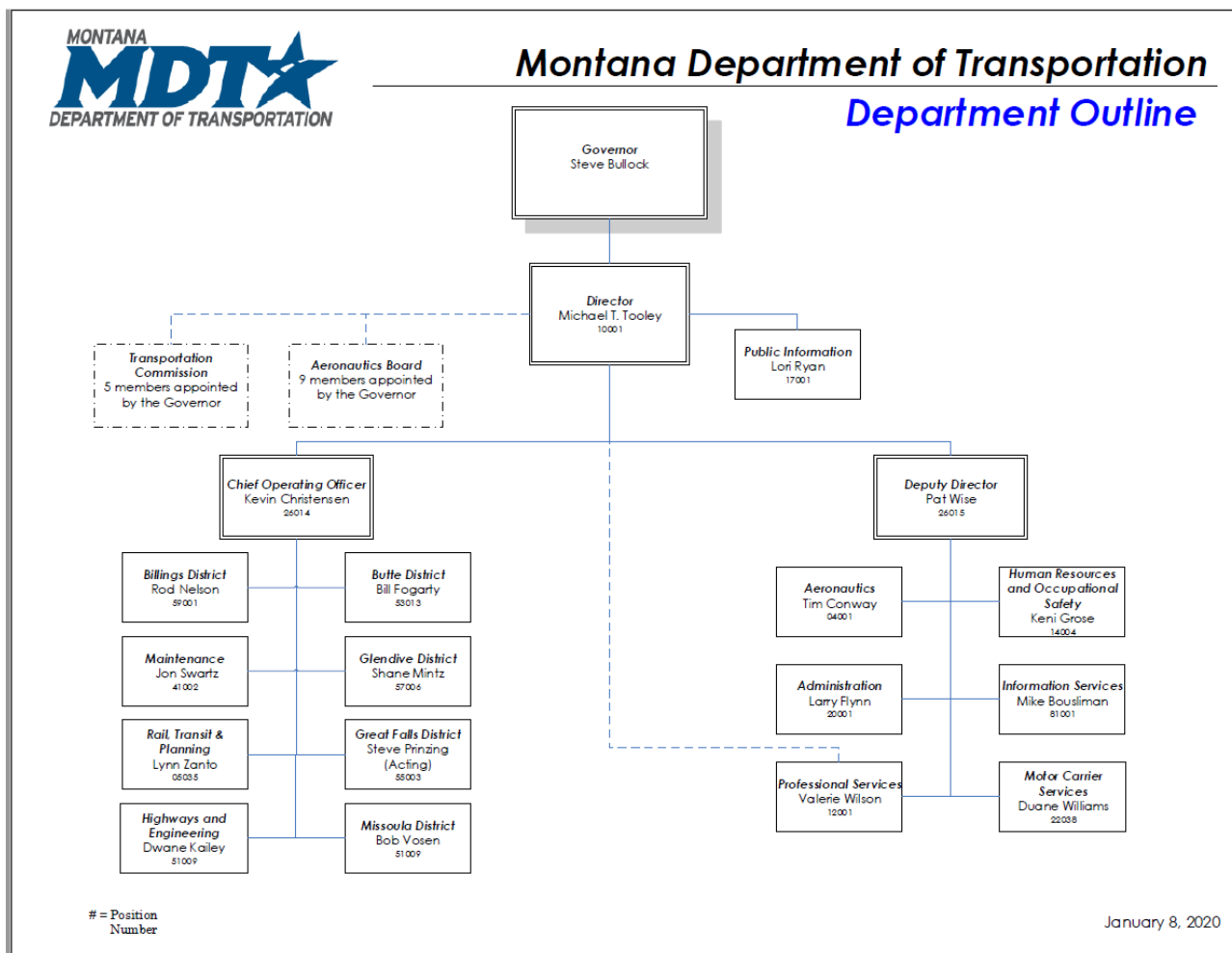


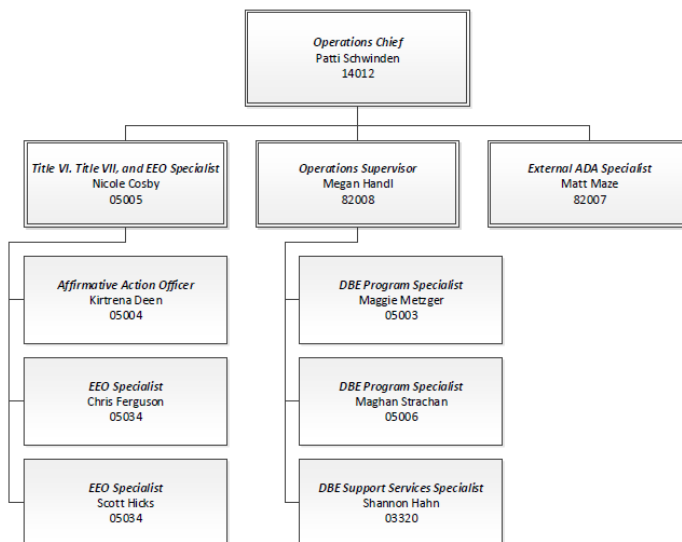
roads to various highway systems, designating special speed zones and maximum speeds on bridges and overpasses, designating access control highways or facilities, resolving outdoor advertising appeals, and abandoning of highway right-of-way.

## Aeronautics Board

The Aeronautics Board is a quasi-judicial board consisting of nine members appointed by the Governor for a four-year term. The Board acts in an advisory capacity to MDT and has statutory authority over allocation of airport development loan and grant funds and pavement preservation grant funds. The nine members represent various facets of the industry, and at least one member of the Board must be an attorney licensed to practice law in Montana.

## Organizational Charts





# = Position Number

September 23, 2019



## Equal Employment Opportunity Assurance

23 CFR 230, Subpart C Appendix A Part II, Section II B(1) & C(1)

In accordance with 23 Code of Federal Regulations (CFR) Appendix A to Subpart C of Part 230, the following document is MDT's policy statement and assurance for equal employment opportunity:

Montana Department of Transportation (MDT) is committed to conducting all of its business in an environment free of discrimination, harassment, and retaliation. In accordance with state and federal laws, MDT prohibits any and all discrimination on the grounds of race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, sexual orientation, gender identity or expression, political beliefs, genetic information, military service or veteran's status, culture, social origin or condition, or ancestry (hereafter "protected classes") by its employees or anyone with whom MDT chooses to do business.

Equal employment opportunity will be provided to all employees and applicants without regard to a person's membership in a protected class. Every effort will be made to ensure that reasonable accommodations are provided to persons with disabilities. MDT affirms its commitment to treat all applicants for employment and employees equally without regard to protected classes or any other basis prohibited by local, state, or federal laws.

MDT is an equal employment opportunity employer. It is prohibited for MDT or any of its employees to discriminate against an applicant for employment or an employee on the basis of the person's membership in a protected class or any other basis prohibited by local, state, or federal laws or to be excluded from participation in, or denied the benefits of, or be subject to discrimination under any project, program, or activity funded in whole or in part through federal financial assistance.

MDT is committed to building and maintaining an inclusive and diverse workforce where all employees:

- feel valued as individuals;
- are treated with dignity and respect;
- are afforded every opportunity to reach their fullest potential; and
- be a part of building a cohesive, enjoyable and successful transportation agency.

In accordance with the Federal Highway Administration (FHWA) regulations, MDT has implemented the State Internal Equal Employment Opportunity (SIEEO) program to ensure compliance with EEO requirements of state agencies that receive federal financial assistance in connection with the federal-aid highway program. Correspondingly, MDT has developed and implemented an Affirmative Action Plan (AAP) to achieve equal

representation of minorities and females in all major job categories where deficiencies exist. MDT is committed to applying good faith efforts to correct the underutilization of minorities and females in its workforce.

The responsibility for the overall administration of the SIEEO program is assigned to the MDT Director. MDT has assigned the Office of Civil Rights Operations Chief with the responsibility and authority to implement and ensure MDT's compliance with the requirements of the SIEEO program.

MDT managers and supervisors are responsible and accountable for meeting the MDT EEO assurances and AAP goals. Managers and supervisors will assist with identifying problem areas and eliminate any discriminatory practices discovered in its employment practices.

Violations of MDT employment policies and procedures will be investigated in accordance with the MDT EEO, Nondiscrimination, and Harassment Prevention Policy.

Applicants and employees have the right to file complaints alleging discrimination internally with the MDT Office of Civil Rights as well as externally with the Montana Human Rights Bureau, the U.S. Equal Employment Opportunity Commission (EEOC), the U.S. Department of Justice and or the U.S. Department of Transportation.

This assurance extends to all areas of employment including recruitments, selections, placements, compensations, promotions, transfers, disciplines, demotions, lay-offs, terminations, trainings, daily working conditions, benefits, and all other terms and conditions of employment.

  
\_\_\_\_\_  
Mike Tooley, MDT Director

8/13/19  
\_\_\_\_\_  
Date

## State Internal EEO Program

23 CFR 230, Subpart C, Appendix A, Part II

In accordance with federal regulations, the purpose of the State Transportation Agency's Internal Equal Employment Opportunity (SIEEO) Program is to ensure fair and equal treatment of persons, regardless of a person's race, color, national origin, religion, sex, age, disability or any other protected class, in all employment practices. As a condition for receiving federal funds, each state transportation agency has the responsibility to develop and implement an Affirmative Action plan (AAP) to achieve equality of minorities and females in all segments of the workforce. The AAP includes all elements of the state transportation agency's employment management policies and practices, identification and removal of barriers to employment, collection and analysis of employment data, and a requirement that holds each executive, manager and supervisor accountable for EEO. The AAP set five-year goals the state transportation agency has committed to apply in good faith to achieve equal utilization of minorities and females in its workforce. The AAP five-year plan is prepared and submitted to the Federal Highway Administration (FHWA) for review and approval every five years with required submission of annual updates to report the progress and accomplishments of the EEO program. See, 23 CFR, Part 230, Subpart C, Appendix A Part II - State Highway Transportation Employment Opportunity Programs and FHWA SIEEO Program Desk Reference.

The MDT Office of Civil Rights has been appointed with the responsibility and authority to implement the SIEEO program. Accordingly, the following represents the MDT EEO and AAP five-year plan for the years 2020-2024.

### Assignment of Responsibilities for Implementation

23 CFR 230, Subpart C, Appendix A, Part II, Section II A(2) and B(2)

As outlined in the code of federal regulations, below are the assignment of responsibilities and MDT internal support that are essential to administer and implement the MDT internal EEO and AAP program.

**The Director of MDT** is responsible for the primary responsibility and accountability for implementing the internal EEO and AAP program. The Director should issue a firm statement of personal commitment, legal obligation and the importance of EEO as an agency goal, and assign specific responsibility and accountability to each executive, manager, and supervisor.

**The Office of Civil Rights Operations Chief** has been appointed with the responsibility and authority to implement the MDT internal EEO and AAP program.

**The Office of Civil Rights Affirmative Action Officer** develops the written AAP, publicizes its content internally and externally, assists managers and supervisors in identifying problem

areas, ensures the accuracy of AAP reporting, monitors and evaluates MDT's goals and activities related to hiring, promotions, demotions, disciplines, and terminations of minorities and females; conducts EEO investigations related to complaints of discrimination, and conducts EEO trainings as required by state and federal laws.

**The Human Resources Occupational and Safety Division (HROS)** provides internal support in administering and implementing the MDT internal EEO and AAP program. The HROS' responsibilities include, but are not limited to, periodic classification plan reviews to correct inaccurate position descriptions, ensures positions are allocated to the appropriate classification, active recruitment efforts to obtain qualified employees on a nondiscriminatory basis, establishes nondiscriminatory recruitment and selection procedures, participates and actively recruit in career fairs that represents minority and female groups, conducts exit interviews, and partners with the Office of Civil Rights in setting MDT hiring goals, provides quarterly HROS updates, and assists with implementing the MDT internal EEO and AAP goals relative to HROS.

**Information Services Division** provides technical support and assistance related to the generation, maintenance, and accuracy of AAP reporting of data related to EEO4, hiring, employee activity, workforce analysis, and underutilization of minorities and females in the MDT workforce.

**EEO Advisory and EEO Employee Committees** meet on a quarterly basis to discuss the MDT internal EEO and AAP goals and responsibilities of managers and employees.

**Title VII EEO Specialist** provides training to MDT employees on EEO and nondiscrimination and the MDT Office of Civil Rights discrimination complaint process, oversees the informal mediation activities at MDT, conducts intake of discrimination complaints, investigates complaints alleging discrimination, harassment, or retaliation, and develops policy statements and relevant nondiscrimination internal communication techniques and practices.

**MDT Managers and Supervisors** are responsible and accountable for meeting the MDT internal EEO and AAP goals, assist with identifying problem areas and eliminate any discriminatory practices discovered in MDT's employment practices, prevent and eliminate discrimination, harassment, and retaliation, ensure minorities and females are interviewed and selected without discrimination and are provided with equal opportunities related to hiring, training, promotion, and transfer.

## **Workforce and Utilization Analysis**

23 CFR 230, Subpart C Appendix A Part II, Section II B (3) (4)

MDT conducts a workforce analysis to identify job categories where minorities and females are underutilized in its workforce. The workforce analysis is conducted by comparing the



composition of the MDT workforce to the U.S. Census Bureau data showing the labor market availability in Montana by job category, race, ethnicity, and gender. See, Appendix B for 2010 U.S. Census Bureau, and Appendix C for the MDT Employee Hiring Reports.

MDT also conducts a utilization analysis to determine if women and minorities are equitably represented in the workforce. If the workforce does not reflect 2.0% or more of the Montana labor market availability rates for minorities and females, MDT set goals in each job category where underutilizations exist. Underutilization is defined as having fewer minorities or females in a job category than would reasonably be expected given their labor market availability rate.

MDT monitors the selection of underutilized minorities and females in the areas of hiring, promotions, terminations, disciplines, demotions, and layoffs and recalls. If the selection rates are lower than 80.0% of the group with the highest selection rate, adverse impact is noted. If adverse impacts are found, MDT is required to change the procedure, use a different procedure, or validate the procedure. The MDT AAP reports shown below provide workforce data and is monitored on a quarterly basis.

1. **EEO-4 Report** - Employees by EEO-4 job category, salary, gender and race. See, Appendix D.
2. **Employee Hiring Process Report** - Total employee and job applicant data by EEO-4 job categories, gender, race and ethnicity, applicants, applicants screened out, qualified applicants, applicants interviewed, new hires, full-time hires, other than full-time hires, selection rate of applicants, adverse impacts, selection rate of interviewed, current workforce, market labor availability rate, percent of current workforce, underutilizations, and new hires needed for parity. See Appendix C.
3. **Employee Activity Report** – Shows employee activities related to promotions, exits, disciplines, demotions, and layoffs and recalls. See Appendix E.
4. **Underutilization Report** – Indicates by division whether a job position is underutilized. Includes the job code, job title, pay range, underutilized, and EEO-4 job category. See, Appendix F.
5. **Workforce Analysis Report** – Indicates by division employees needed for parity. Information is broken down by EEO-4 job category, gender, race and ethnicity. See Appendix G.

## Job Categories and Race and Ethnicity Identifications

The U.S. Equal Employment Opportunity Commission (EEOC) EEOC Form 164 – *State and Local Government Information* (EEO-4 ) established and defines the following EEO-4 job categories and race and ethnicity identifications used in the MDT workforce and utilization analyses.

### EEO-4 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, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and- housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, 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, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, 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, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

**Administrative Support:** 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, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, 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 process 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 repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

**Protective Services:** Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), 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 operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

See, Appendix H for EEO-4 job categories by related MDT job titles.

## **Race and Ethnicity Identifications**

**Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White** (Non-Hispanic or Latino) – All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Black or African American (Non-Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.

**Asian (Non-Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Native Hawaiian or Other Pacific Islander (Non-Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.



**American Indian or Alaska Native (Non-Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Non-Hispanic or Latino)** - Persons who identify with two or more racial categories named above.

## Workforce Overview

23 CFR 230, Subpart C Appendix A Part II, Section II B (3)

Below represents an analysis of minorities and females that were hired in the MDT workforce during the period of October 1, 2018 through September 30, 2019.

**Full-Time Hires** - Persons employed to work the number of hours per week that represent regular full-time employment (excluding temporary and intermittent employees).

*MDT employed 394 persons as full-time hires.* Females represented 19.3% (72), and minorities (Black (not of Hispanic or Latino origin), Hispanic or Latino, Asian, Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native, and Two or More Races) represented 9.4% (37) of full-time hires.

**Other than Full-Time Hires** - Persons employed on a part-time basis. Included are 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 intermittent.

*MDT employed 233 persons as other than full-time hires.* Females represented 12.4% (29) and 7.7% (18) represented by minorities (Black (not of Hispanic or Latino origin), Hispanic or Latino, Asian, Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native, and Two or More Races).

## Underutilizations and Affirmative Action Goals

23 CFR 230, Subpart C Appendix A Part II, Section II B(5)

The purpose of an AAP is to identify and correct areas of adverse impacts. According to the FHWA guidelines, adverse impact occurs when any racial/ethnic or gender group has a selection rate of less than 80% of the group with the highest selection rate. This is generally referred to as the “four-fifths” rule. Adverse impact determinations are required for underutilized minorities and females with a 2.0% or more labor market availability rate.

By means of the utilization analysis, MDT identified job categories where minorities and females are underutilized. In a good faith effort to correct the underutilizations, MDT set five-year goals based on (1) labor market availability rates, (2) anticipated vacancies, and (3) 2019

hiring data. See, Appendix C for specific hiring data, Appendix D for detailed data by EEO-4 categories, and Appendix I for AAP five-year goal planning data.

### MDT Underutilized Job Categories and Affirmative Action Goals 2020 – 2024

Job Category	Race/Ethnicity	Gender	Market Labor Availability	% of Current Workforce	Hiring Goals	Years to Achieve
Officials/Administrators	White	Female	33.7%	17.5%	13	4-5
Professionals	White	Female	52.4%	27.0%	130	4-5
Technicians	Hispanic or Latino	Female	2.7%	0.0%	5	5
	White	Female	53.4%	24.4%	30	4-5
	American Indian or Alaskan Native	Female	2.3%	1.7%	1	1
Protective Services	American Indian or Alaskan Native	Male	6.0%	0.0%	4	5
	White	Female	19.5%	14.4%	5	2-3
	American Indian or Alaskan Native	Female	2.5%	0.0%	2	2
Administrative Support	White <sup>1</sup>	Male	29.6%	14.0%	9	4-5
	American Indian or Alaskan Native	Female	2.7%	1.8%	1	1
Skilled Craft Workers	Hispanic or Latino	Male	2.6%	1.2%	7	4-5
	White	Female	4.6%	1.8%	15	4-5
Service Maintenance	White	Female	39.2%	7.2%	15	4-5
	American Indian or Alaskan Native	Female	2.6%	0.0%	2	1-2

<sup>1</sup> Since MDT remains committed to applying good faith efforts to achieve equitable representation where substantial underutilization exists, MDT set an AAP goal for the White Male demographics.

## Applicant Flow Analysis

23 CFR 230, Subpart C Appendix A Part II, Section II, C, 3 (6)

Below represents an analysis of MDT's applicant flow of the underutilized job categories for the period of October 1, 2018 through September 30, 2019. See, Appendix C, MDT Hiring Report for detailed applicant data.

### Applicants Flow Analysis of Underutilized Job Categories October 1, 2018 – September 30, 2019

Job Category	Race/Ethnicity	Gender	Market Labor Availability	Total MDT Applicants Received	% of Total MDT Applicants
Officials/Administrators	White	Female	33.7%	106	21.0%
Professionals	White	Female	52.4%	1,160	33.2%
Technicians	Hispanic or Latino	Female	2.7%	463	1.3%
	White	Female	53.4%		26.0%
	American Indian or Alaskan Native	Female	2.3%		1.1%
Protective Services	American Indian or Alaskan Native	Male	6.0%	177	0.0%
	White	Female	19.5%		16.4%
	American Indian or Alaskan Native	Female	2.5%		0.0%
Administrative Support	White <sup>1</sup>	Male	29.6%	400	15.0%
	American Indian or Alaskan Native	Female	2.7%		0.5%
Skilled Craft Workers	Hispanic or Latino	Male	2.6%	934	3.0%
	White	Female	4.6%		1.8%
Service Maintenance	White	Female	39.2%	70	4.3%
	American Indian or Alaskan Native	Female	2.6%		0.0%

The applicant flow of Female and Male American Indian or Alaskan Natives shows an insufficient number of applications received as compared to the market labor availability rates in the job categories of Protective Services, Administrative Support and Service Maintenance.

## Barriers and Solutions

23 CFR 230, Subpart C Appendix A Part II, Section I-General; 23 CFR 230, Subpart C Appendix A Part II, Section II C 4

According to FHWA guidelines: “The major part of an AAP must be recognition and removal of any barriers to equal employment opportunity, identification of problem areas and of persons unfairly excluded or held back and action enabling them to compete for jobs on an equal basis.” See, FHWA SIEEO Program Desk Reference, page 3-170.

MDT will apply every good faith effort to attain its EEO and AAP five-year goals. To do so, MDT must recognize and remove any barriers to equal employment opportunities. Below are potential barriers to achieving the MDT EEO and AAP five-year goals and potential solutions to correct the underutilization of minorities and females in MDT’s workforce. See, MDT EEO Assurances, August 2019 and FHWA SIEEO Program Desk Reference, pages 3-170 – 3-176.

### **Management Barrier - Not holding managers and supervisors accountable for EEO and AAP goals.**

Solution - Regular scheduled discussions regarding progressions or regressions between the Office of Civil Rights, HROS, and all levels of management.

### **Recruitment Barrier - Lack of targeted recruitment to attract qualified minorities and females.**

Solution 1 - Involve MDT minorities and females in career fairs to attract external applicants; Solution 2 – Ensure MDT’s recruitment literature is relevant to all employees, including minority groups and women. See, 23 CFR 230, Subpart C Appendix A Part II, Section II-Recruitment and Placement; and

Solution 3: Increase Female and Male American Indian or Alaskan Natives applicants by partnering with tribal leaders and colleges to understand barriers to MDT recruitment efforts.

### **Selection Barrier - Hiring managers and panel members are not aware and or supportive of AAP goals and underutilized job categories.**

Solution - Ensure HROS Generalists identifies underutilized job categories by reviewing the MDT Affirmative Action Plan Underutilization Report and communicating the underutilization to the hiring manager and or hiring panel.

### **Selection Barrier - Hiring managers and panels are not making a good faith effort to interview and select qualified minorities and or females.**

Solution - The hiring committee and or hiring manager must document legitimate job-related reason(s) as to why a qualified minority and or female was not interviewed and selected and retain documentation for auditing purposes.

## **MDT Employment Practices**

23 CFR 230, Subpart C Appendix A Part II, Section II, C 3 (a)-(f)

Pursuant to FHWA guidelines, the following represents specific employment practices of MDT that could be used to identify discriminatory barriers to equal employment opportunities.

### **Job Structuring**

23 CFR 230, Subpart C Appendix A Part II, Section II, C 3 (a)-(f)

The Montana Department of Administration is the state agency responsible for the statewide classification of job positions based on similarity of work, responsibilities, difficulty of work, required knowledge and skills. See, Sections 2-18-201 and 2-18-201, MCA. The broadband classification system measures the occupation and level of work by comparing the work to defined standards called benchmarks. MDT job descriptions are reviewed and updated as necessary when vacancies occur. See, Department of Administration Broadband Classification Manual, 2015 and MDT HROS Handbook, March 2019.

### **Upward Mobility**

23 CFR 230, Subpart C Appendix A Part II, Section II, C 3 (a)-(f)

MDT provides career advancement and employee development through the establishment of career ladder opportunities. “Advancement under these policies is based upon successful job performance of the work assigned at the incumbent’s current level and achievement of the minimum qualifications expected at the next higher level or with specific tasks and hours of specific work performed within the appropriate discipline. Placement of an individual at an appropriate occupation level is performed by Division/District Administrators, career advancement committees, or through hours worked, training completed, and certification completed, dependent on individual policies, with input from Division/District Administrators. Promotion or transfer is not based upon race, sex, age, religion, national origin, disability, marital status, political beliefs or any other factor that would be in violation of federal and state law.” MDT develops a career ladder when a viable occupation is identified. MDT currently has 33 career ladder opportunities with three under development. See, MDT HROS Employee Handbook, March 2019.

### **Recruitment and Selection**

23 CFR 230, Subpart C Appendix A Part II, Section II, C 3 (a)-(f)

In accordance with the Montana Department of Administration Recruitment and Selection Policy Manual and the MDT HROS Recruitment and Selection Manual, MDT is committed to attracting and retaining a highly qualified workforce based on competencies and job-related qualifications; providing applicants with a reasonable opportunity to learn about and apply and be considered for vacant positions; using a competitive recruitment process to select individuals for status employment; creating consistency, transparency and effectiveness

within MDT recruitment process; and maintaining a competitive recruitment and selection process. See, Appendix J for Department of Administration Recruitment and Selection Policy.

The State of Montana Recruitment System (SOMRS) is utilized by all Montana state agencies in the recruitment and selection of job applicants. The following recruitment and selection information is captured in SOMRS:

- Requisition identifier
- Latest Filled Date, Cancelled Date
- Current status
- Job Position Number
- Position Name
- Current Status Name
- Reject/Decline Motives
- EEO-4 Job Category
- Gender
- Disability Preference
- Veteran Preference
- Self-Withdrew from Career Site
- Job Code
- Organization Levels
- Minimum Requirements Met
- Submission Completion Date
- Race
- Ethnicity
- Disposition Reason

MDT also utilizes social media platforms LinkedIn, Facebook and Handshake to posts its job openings and to attract qualified applicants.

### **Career Fairs**

MDT HROS recruiters and generalists participate in career fairs to attract qualified and underutilized applicants. In 2019, MDT attended the following career fairs:

- South Dakota School of Mines & Technology - 2/5/2019
- Montana State University Northern - 2/14/2019
- University of Montana - 2/20/2019
- FUSE Career Fair - 2/20/2019
- Montana State University - 2/21/2019
- Salish Kootenai College - 3/5/2019
- Billings Job Jamboree - 3/20/2019

- Montana Tribal College Fairs - 3/25-4/2/19
- Montana Job Service Career Fair - 4/16/2019
- Miles City Job Service Career Fair - 4/18/2019

## **Trainings**

23 CFR 230, Subpart C Appendix A Part II, Section II, C, 3, d, (1-4)

The training opportunities listed below includes, but are not limited to, required and optional trainings offered to all of MDT employees. Employees are notified of trainings through the MDT intranet, interchange, flyers, and or by electronic email.

### **Office of Civil Rights**

New employees of MDT are required to receive EEO and nondiscrimination training within 90 days of hire and refresher training every two years or more frequently as needed. MDT managers and supervisors are required to take refresher EEO and nondiscrimination trainings every two years. EEO trainings are delivered by the Office of Civil Rights staff.

### **HROS Division**

The MDT HROS Division “offers opportunities for personal [and] professional growth through programs or open enrollment classes. MDT has three programs available: Core Skills, Management Development Program (MDP), and Visionary Leader Program (VLP). For both the MDP and VLP programs, individuals go through an application process to be accepted into the program.” Open enrollment classes are available to all of MDT employees. See, MDT HROS Handbook, March 2019.

Listed below are regularly scheduled MDT HROS training opportunities that include, but are not limited to:

- How to Interview Well Handout
- Management Development Program
- Visionary Leader Program
- Supervisor’s Compass
- Mock Interviews
- New Employee Orientation
- Personal Effectiveness
- Core Skills



## State Professional Development Center

The State Professional Development Center (PDC) offers Montana state employees training courses in communication, management, personal growth, leadership, customer service, computer and writing skills. MDT employees are encouraged to take advantage of PDC courses.

## Talent Performance Management

[23 CFR 230, Subpart C Appendix A Part II, Section II, C, 3, f, \(1-6\)](#)

MDT utilizes the Montana State Talent Performance Management (Talent) online tool for employee performance and goal management activities. Talent is designed as a tool to track and manage organizational and individual goals to support regular performance conversations throughout the year. These goals are integrated into the year-end performance document.

## Summer Internship Program

[FHWA Desk Reference, page 3-176](#)

The MDT Summer Internship program provides college-level students with on-the-job training that enables the student to gain professional experience, skills, and a competitive salary. The MDT Summer Internship program is open to all qualified candidates without regard to their membership of a protected class or any other characteristic prohibited by state or federal laws.

Internships are offered in the following divisions:

- Accounting
- Aeronautics
- Audit Services
- Civil Engineering
- Construction Engineering
- Environmental Engineering
- Geotechnical Engineering
- Human Resources & Occupational Safety
- Information Services Division
- Legal
- Rail, Transit, and Planning
- Right of Way Design

See, Appendix K for descriptions of MDT's internships.

## **Outreach Recruitment Efforts**

23 CFR 230, Subpart C Appendix A Part II, Section II C 3 b(2)

MDT has three representatives of the Montana Interagency Committee for Change by Women (ICCW). ICCW works to improve the opportunities for and participation of women in state government and represents the employees of state agencies on issues including equal employment, sexual harassment, professional development and work-life balance.

## **OCR Internal Discrimination Complaint Procedures**

23 CFR 230, Subpart C Appendix A Part II, Section II B (11)

MDT has developed and implemented complaint procedures for employees and applicants for employment who allege instances of discrimination. Any employee of MDT may file a formal complaint of discrimination at any time with anyone who is a member of management or with the Office of Civil Rights. Additionally, if an employee informs an MDT employee who is viewed as a member of management, but do not directly supervise employees, it is still viewed as placing the employer “on notice” of the alleged discrimination.

The Office of Civil Rights has been assigned the responsibility to oversee the complaint process. Other MDT staff may be assigned related responsibilities at the discretion of the MDT Director. The Office of Civil Rights administers and updates the process for communicating the availability and options regarding EEO and labor complaints, conducts investigations, participates in various reporting expectations, and reviews and updates relevant policies, procedures, and alternative resolutions.

Formal complaint procedures outline the investigation process and include timelines for various stages in the process. In addition, the complaint procedures instruct the complainant on the various steps of the investigation that includes, but is not limited to, interviewing witnesses; reviewing hard copy information (such as personnel files, training records, safety records, and other disciplinary actions); gathering any other information related to the complaint, and completing a final investigation report that includes a summary of findings and recommendations.

Also included in the procedures are other avenues for complainants to file a complaint, such as with the Montana Human Rights Bureau (MHRB) and the U.S. Equal Employment Opportunity Commissioner (EEOC). Employees can file a complaint at any time and with any entity of choice. A strong statement regarding retaliation against any individual filing or participating in the complaint process is also addressed in the procedures along with sanctions for any person found guilty of retaliation.

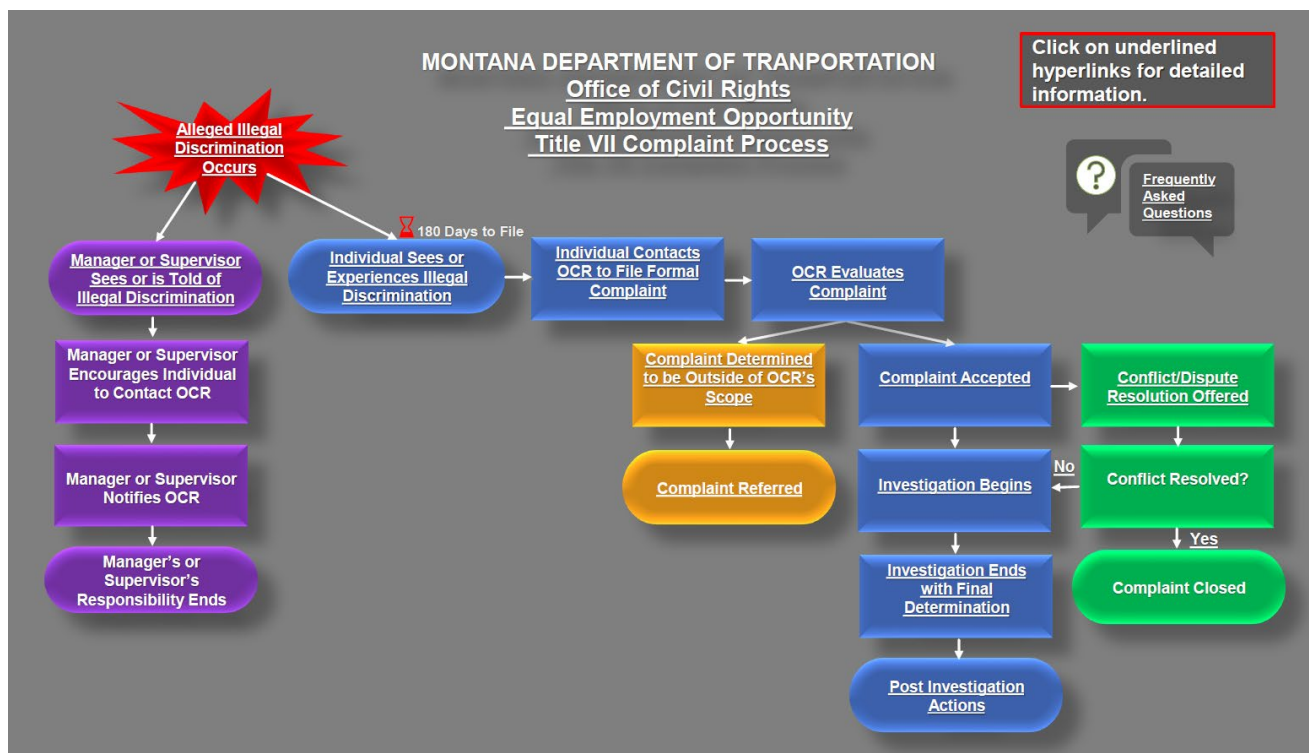
The MDT complaint form is shown in Appendix L and is available online at:  
<http://www.mdt.mt.gov/other/webdata/external/civilrights/FORMS/CIVIL-RIGHTS-DISCRIMINATION-COMPLAINT-FORM.PDF>

The EEO Specialist Supervisor conducts trainings at MDT headquarters and in the districts to ensure every employee receives the training every two years. MDT Office of Civil Rights staff also publicize the MDT complaint process at employee orientation trainings, manager and supervisor trainings, and EEO advisory and employee committee meetings.

The flowchart shown below was designed to be an easy reference to the Office of Civil Rights internal discrimination complaint process. The EEO complaint process is located on MDT's intranet at: <http://mdtinfo.mdt.mt.gov/civilrights/programs/title-vii.shtml> .

See, Appendix M for the entire contents outlined in the flowchart.

## MDT Internal Discrimination Complaint Process Flowchart



# MDT Five-Year Objectives and Goals

## Underutilization

23 CFR 230, Subpart C Appendix A Part II, Section II B(5)

★ Achieve MDT’s five-year hiring goals in the underutilized job categories outlined below.

### MDT Underutilized Job Categories and Affirmative Action Goals 2020 – 2024

Job Category	Race/Ethnicity	Gender	Hiring Goals	Years to Achieve
Officials/Administrators	White	Female	13	4-5
Professionals	White	Female	130	4-5
Technicians	Hispanic or Latino	Female	5	5
	White	Female	30	4-5
	American Indian or Alaskan Native	Female	1	1
Protective Services	American Indian or Alaskan Native	Male	4	5
	White	Female	5	2-3
	American Indian or Alaskan Native	Female	2	2
Administrative Support	White <sup>1</sup>	Male	9	4-5
	American Indian or Alaskan Native	Female	1	1
Skilled Craft Workers	Hispanic or Latino	Male	7	4-5
	White	Female	15	4-5
Service Maintenance	White	Female	15	4-5
	American Indian or Alaskan Native	Female	2	1-2

## Applicant Tracking

23 CFR 230, Subpart C Appendix A Part II, C, 3, b, (2)(3)

★ Increase applicant flow of Female and Male American Indian or Alaskan Natives in the job categories of Protective Services, Administrative Support, and Service Maintenance.

### Applicants Flow Analysis of Underutilized Job Categories October 1, 2018 – September 30, 2019

Job Category	Race/Ethnicity	Gender	% of Current Total MDT Applicants
Protective Services	American Indian or Alaskan Native	Male	0.0%
	American Indian or Alaskan Native	Female	0.0%
Administrative Support	American Indian or Alaskan Native	Female	0.5%
Service Maintenance	American Indian or Alaskan Native	Female	0.0%

## Recruitment and Selection

23 CFR 230, Subpart C Appendix A Part II, C, 3, b, (6)

- ★ The Affirmative Action Officer will analyze the flow of applicants through the selection and appointment process, including an analytical review of reasons for rejections. The best practice of hiring committees' and or hiring managers' documentation of legitimate job-related reason(s) as to why a qualified minority and or female was not interviewed and or hired will be periodically audited.

## Meetings

23 CFR 230, Subpart C Appendix A Part II, Section II C, 2(3); 23 CFR 230, Subpart C Appendix A Part II A 2(g)(1)(2)

- ★ Meetings between the Affirmative Action Officer and HROS Division to be held quarterly and or on an as needed basis discuss MDT's progress towards hiring and applicant flows goals, adverse impacts, and any other HROS employment activities related to internal EEO and AAP.
- ★ EEO advisory and employee committee meetings to be held quarterly to discuss the progress of MDT EEO and AAP five-year goals, barriers to MDT equal employment opportunities, and to address EEO trends as it relates to MDT.

## Exit Interviews

23 CFR 230, Subpart C Appendix A Part II, Section II, C, 3, e(3)

Between October 1, 2018 through September 30, 2019, MDT had 447 employees who terminated employment with MDT consisting of 437 voluntary and 10 non-voluntary terminations. Exit interviews were conducted with 30.0% of employees who terminated employment with MDT. See, Appendix N for the MDT Exit Interview form.

- ★ MDT will strive to increase the number of exit interviews conducted.

## Data, Tracking, and Reporting

23 CFR 230, Subpart C Appendix A Part II, Section II C (4)

- ★ Monitor and evaluate on a quarterly basis the efficiency and accuracy of the MDT AAP reporting system.

## Definitions

FHWA SIEEO Desk Reference

**Adverse Impact:** A substantially different rate of selection in hiring, promotion, transfer, training or other employment decisions, which works to the disadvantage of members of an affected group. Rates less than 80% of the highest selection rate that was experienced are generally regarded as evidence of adverse impact. This is sometimes referred to as the “80% rule.”

**Affirmative Action:** Actions, policies, and procedures to which an employer commits itself that are designed to achieve equal employment opportunity. The affirmative action obligation includes: (1) thorough, systematic efforts to prevent discrimination from occurring or to detect it and eliminate it as promptly as possible, and (2) recruitment and outreach measures.

**Affirmative Action Goals :** The end results achieved by attaining specific AA objectives.

**Affirmative Action Officer:** A full-time and qualified individual who is part of the civil rights unit, reporting directly to the civil rights director and have direct access to the head of STA, as well as whom is designated affirmative action responsibilities.

**Affirmative Action Plan (AAP):** A written program in which an employer details the steps it will take, and has already taken, to ensure equal employment opportunity.

**Applicant Flow Data:** A compilation of data regarding applicants for employment or promotion, showing the persons categorized by race, sex, and ethnic group, who applied for each job title (or group of job titles requiring similar qualifications) during a specific period.

**Applicant Flow Record:** A management tool designed to maintain a written record that provides a breakdown of job applicants by race, sex, and location. It (1) shows the percentage of applicants who are getting jobs with the Department and the percentage who are not; (2) provides availability and utilization analysis information directly related to the location where opportunities will occur; and (3) shows established AA Goals for EEO category from which selection is being made.

**Availability:** The “availability” of an affected class for a job group means their percentage among persons in the relevant labor area and/or internal feeder pools having the requisite qualifications (or, are capable of acquiring them) to perform in the positions of any job group. Availability figures are used in determining whether to find underutilization and, where a goal is established, in determining the level of the goal.

**Availability Analysis:** Availability is defined by the U. S. Department of Labor as the "Percentage of minorities or females among the labor force with requisite skills and those who are capable of acquiring them." In determining availability of minorities and females the U.S. Department of Labor regulations require consideration of two specific factors. The availability criteria for each job group is provided by budget code.

**Complaint Procedure:** A process that allows an aggrieved employee to file a complaint when he/she believes an act of discrimination has occurred.

**Discrimination:** A distinction in treatment, whether intentional or unintentional, based on political or religious opinion or affiliation, race, color, creed, national origin, marital status, gender, sexual preference, physical or mental handicap, age, or non-merit factor; except when sex, handicap, or age is a bona fide job requirement.

**Equal Employment Opportunity:** The opportunity to obtain employment, promotions, and other benefits of employment without discrimination because of race, color, religion, sex, marital status, sexual preference/ orientation, national origin, age, physical, sensory or mental disability, or status.

**Equal Employment Opportunity (EEO) Officer:** An employee whose principal function involves the management of civil rights policies, practices, procedures, and equal opportunity compliance review and evaluation functions.

**Good Faith Efforts:** This term refers to an employer's efforts to make all aspects of its Affirmative Action Plan work. Designing and implementing an effective Affirmative Action Plan requires sustained attention. The employer must analyze its employment and recruitment practices as they affect equal opportunity, identify problem areas, design and implement measures to address the problems, and monitor the effectiveness of its program, making adjustments as circumstances warrant. The basic components of good faith efforts are: (1) outreach and recruitment measures to broaden candidate pools from which selection decisions are made to include people of color and females and (2) systematic efforts to assure that selections thereafter are made without regard to race, sex, or other prohibited factors.

**Goals and Timetables:** Goals and timetables are established to correct those areas where females and minorities are underutilized. The STA Affirmative Action Plan includes annual goals.

**Job Categories:** The eight categories designated by the Equal Employment Opportunity Commission for affirmative action reporting to federal agencies: Officials and Administrators, Professionals, Technicians, Protective Service Workers, Paraprofessionals, Office and Clerical, Skilled Craft, and Service Maintenance.



**Parity:** A condition where the representation of an affected group in the workforce, or in the occupational category, job group, or class equals its availability.

**Racial/Ethnic Identification:** For the purpose of this regulation and any accompanying report requirements, 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 racial/ethnic category.

**Utilization Analysis:** Utilization analysis is the comparison of the STA's actual employment of minorities and females identified by job group with their availability. Underutilization exists when the number of minorities and females employed within any job group is less than what would reasonably be expected by their availability.

**Underutilization:** Having fewer affected group members in a particular job group than would be reasonably expected based upon their availability. The concept of underutilization includes any numerical disparity and is not limited by the 80% rule applicable to concepts such as adverse impact.

**Workforce Analysis:** The work force analysis is a composite of the state transportation agency staff by budget code or major organizational unit. It provides a listing of all job titles ranked from the highest to the lowest paid within each budget code and lists the wage and salary grade and the total number of incumbents in each title by race/ethnicity and gender.

## **Data Resources**

FHWA State Internal Equal Employment Opportunity Desk Reference

MDT 2018 Fact Book

TranPlanMT Plan Summary, November 2017

MDT HROS Employee Handbook, March 2019

MDT HROS Recruitment and Selection Manual, July 2019

Department of Administration State Human Resources Broadband Classification System Manual, 2015

## **Appendices**

Appendix A - MDT 2021 Biennium Goals and Objectives

Appendix B - 2010 U.S. Census Bureau

Appendix C - Employee Hiring Reports

Appendix D - EEO-4 Report

Appendix E - Employee Activity Report

Appendix F - Underutilization Report

Appendix G - Workforce Analysis Report

Appendix H - MDT EEO Job Codes

Appendix I - AAP Five-Year Goal Planning Data

Appendix J - Department of Administration Recruitment and Selection Policy

Appendix K - MDT Internship Descriptions

Appendix L - MDT Discrimination Complaint Form

Appendix M - MDT Internal Discrimination Complaint Process Flowchart Contents

Appendix N – MDT Exit Interview Form



## Appendix A

### 2021 Biennium Goals and Objectives

#### General Operations

##### Director's Office

1. Promote long-term fiscal stability within the department.
  - a. MDT has submitted and is managing its 2019 biennium budget.
  - b. The department has recently completed the Tentative Construction Plan through 2019, which plans how to utilize all federal aid authority through the next five years. This allows fiscal management and constraint over the long term for both state and federal dollars.
2. Maximize utilization of Federal Highway Funds.
  - a. MDT continues to utilize all available federal highway funding and will apply for additional funds through earmarks and redistributions.
3. Ensure that all available Federal Funds are obligated.
  - a. All federal funds will be obligated to the extent that state matching funds are available.
4. Deliver an environmentally responsible highway construction program.
  - a. MDT will comply with federal and state requirements under NEPA and MEPA.
5. Promote department operations in a streamlined, efficient manner.
  - a. MDT continues to promote department operations in a streamlined, efficient manner.
6. Promote coordination between entities for highway traffic safety programs.
  - a. MDT manages a highway traffic safety grants program and puts priority towards traffic safety when allocating financial resources.

#### Professional Services Division

##### Office of Civil Rights

1. Administers, manages, provides and ensures compliance with Federal and State law and guidance on the following programs;

- a. Affirmative Action, Contractor Compliance, Disadvantaged Business Enterprise, DBE Supportive Services, Small Business Enterprise (SBE), Americans with Disabilities Act, Non-Discrimination, Equal Employment Opportunity, National Summer Transportation Institute, and three (3) On-the-Job Training programs.
2. Provides oversight and compliance to ensure MDT conducts business in an environment free of discrimination, harassment and retaliation based on both Federal and State protected classes which includes:
  - a. Race, color, national origin, parental/marital status, pregnancy, childbirth, religion/creed, social origin or condition, genetic information, sex, sexual orientation, gender identification or expression, ancestry, age, disability (mental or physical), political or religious affiliations or ideas, military service or veteran status, and Limited English Proficiency.
3. Provides MDT management and employees with support, technical expertise and training through its program administration.

#### **Audit Services**

1. Taxpayer Compliance - Encourages taxpayer compliance through a comprehensive audit program that levels the playing field for all taxpayers.
  - a. We will accomplish this through selecting and fulfilling the contractual audit requirements under IFTA and IRP programs (3%) as well as auditing referrals from Administration and Motor Carriers Services Division.
2. Contract Compliance - Ensures consultants and contractors comply with contract requirements and federal cost principles when performing work and billing MDT.
  - a. We will accomplish this by selectively identifying contractors or consultants for audit and performing a comprehensive audit of their invoices paid by MDT, including a review of their billing and accounting system.
3. Add Value - Provide management with independent, objective assurance and consulting services designed to add value and improve the effectiveness of the department operations and internal controls.
  - a. This is accomplished by performing internal audits as designated in the Internal Audit Plan approved by the Audit Committee.

#### **Office of Legal Affairs**

1. Conducts litigation for the Department in state and federal trial courts and appellate courts primarily involving eminent domain, contract claims, civil

- rights, outdoor advertising control, environmental issues, motor fuels tax, and personnel matters.
2. Reviews and drafts legislation, rules and policies.
  3. Provides legal opinions and legal assistance to the director, division administrators, district administrators and agency managers.

### **Human Resources and Occupational Safety Division**

1. Human Resources and Occupational Safety (HROS) Goal – Develop, integrate, and administer innovative human resources and safety strategies that support the department's overall vision and mission.
2. Workforce Planning Goal – Develop employees and leaders within MDT by identifying new learning opportunities through succession planning and knowledge management/transfer tools.
3. Human Resources Bureau Goal – Identify and deploy innovative solutions to recruit and retain a diverse workforce to ensure the department's future staffing need are maintained.
4. Occupational Safety and Health Goal – Promote a safety culture by reducing employee injuries and workers' compensation costs through training and identification of safe workplace behaviors.

### **Information Services Division**

1. Implement IT solutions to meet customer needs.
2. Implement IT service Improvements.
3. Improve ISD Processes.
4. Research and Develop New Technologies and Services.
5. Develop the IT workforce.

### **Administration Division**

1. Protect departmental assets.
  - a. Continue to assess, implement and monitor internal controls associated with the department's material business processes.
2. Continue to strive to maintain a stable and well-trained workforce.
  - a. Continue to identify opportunities for career growth.
3. Provide management with sound financial information to make operational and investment decisions.
  - a. Continuously monitor department finances, trends and revenue data to project budgetary needs and fund stability.

## **Construction Program**

### **Engineering Division**

1. To survey, design, acquire the right-of-way, and construct safe, cost effective highway improvement projects in order to develop and maintain a cost effective, efficient and safe transportation system.
  - a. 85% of projects planned for the fiscal year are ready for contract.
  - b. Maintain statewide average construction engineering costs under 10% of total contract costs.
  - c. Maintain statewide final costs under 7% above award amount.
  - d. 90% of all contracts with final estimate paid within 90 days of final acceptance.
  - e. Obligate 100% of available federal funds.
  - f. Maintain Federal-aid overrun under \$2 million.
  - g. Maintain Inactive projects to not exceed 12 months.

## **Maintenance Program**

1. Perform winter maintenance activities that provide consistent levels of service and optimize MDT resources to ensure 90% or more of Maintenance Survey respondents are satisfied with MDT's winter maintenance service.
2. Continue to research new equipment, materials, and processes to improve winter driving conditions of roadways by participating in national winter maintenance pooled fund organizations such as Clear Roads and the Pacific Northwest Snowfighters.
3. Monitor pavement distresses, select appropriate treatments and perform pavement preservation activities to improve the system index.
4. Improve customer satisfaction for Rest Area maintenance through biennial surveys.
5. Continue to develop and enhance mobile applications that provide timely and relevant traveler information.
6. Provide visible, legible, and understandable signs and pavement markings to ensure the traveling public's safety.
7. 85% of roads under MDT jurisdiction will meet reflectivity standards for striping by July 1 annually.

## **State Motor Pool**

1. Provide efficient and reliable vehicles on a daily and extended use basis to state employees conducting official business.

- a. Maintain or reduce variance between actual and projected needs as identified in the annual fleet analysis.
- b. 90% of the fleet will meet the Level II preventive maintenance schedule annually.
- c. Safety inspections will be performed on 50% of the fleet each year.
- d. All light duty vehicles that are purchased will meet or exceed the CAFÉ standard in order to provide fuel efficient vehicles to Motor Pool customers.
- e. Maintain or enhance customer satisfaction through a biennial survey.

## **Equipment Program**

1. Provide safe and reliable vehicles and equipment to meet the needs of the department's users.
  - a. Maintain or reduce variance between actual and projected needs as identified in the annual fleet analysis.
  - b. 90% of the fleet will meet the Level II preventive maintenance schedule annually.
  - c. Safety inspections will be performed on 50% of the fleet each year.
  - d. All light duty vehicles that are purchased will meet or exceed the CAFÉ standard in order to provide fuel efficient vehicles to the department's users.
  - e. Provide specialized equipment training when necessary to meet specific user needs.

## **Motor Carrier Services**

1. Within established budget, provide a service to the traveling public by enhancing the safety of our highways, a service to the commercial motor carriers, and a service to the tax payers by protecting our highway infrastructure.
  - a. Attracting, recruiting, retaining and developing high quality employees are essential to achieve exceptional and quantifiable level of quality services.
2. Provide a service to the traveling public by making our roads safer i.e., decrease the number and severity of Commercial Vehicle crashes.
  - a. Conduct focused inspections on commercial vehicles to reduce the number of safety non-compliant commercial vehicles and commercial drivers; increase our visual presence on our highways.
  - b. Effectively route and permit oversized loads.



3. Protect the highway infrastructure and the associated revenue.
  - a. Maintain or enhance commercial motor carrier size and weight compliance through the annual development of the Federal Size and Weight Enforcement Plan.
  - b. Certify annually to FHWA proof of payment for the Heavy Use Vehicle Tax. Properly credential appropriate commercial vehicles and companies.
  - c. Compile and analyze truck weight and volume information on Montana roadways to identify issues and assist with resource management.
  
4. Provide services to the commercial motor carriers.
  - a. Provide a level playing field by helping carriers comply with and enforce the motor carrier laws.
  - b. Maintain 24/7 internet service availability and continuously work with the industry to explore ways to increase the efficiency and effectiveness to obtaining the required licenses and permits; including increased use of self-issued permits.
  - c. Explore, procure, deploy, and maintain state of the art technologies to improve the efficiency and effectiveness of freight movement on Montana highways.

## **Aeronautics Program**

1. Advance further growth and promote Montana Aviation.
  - a. Ensure Montana pilots register with the department.
2. Provide for the protection of the flying public and the promotion of flight safety and accident prevention programs and other state aviation interests.
  - a. Coordinate safety programs for pilots and other aviation industry interests.
3. Continue to expand and improve the statewide air search and rescue program.
  - a. Build relationships with statewide and federal partners that have the charge of search and rescue, emergency services and homeland security.
4. Continue to provide aviation education and a resource aviation education center for Montana teachers and students.
  - a. Conduct aviation educator program, career awareness programs and make available a library of resources.
5. Provide airport development programs to assist airport sponsors to plan, construct, and maintain Montana's public use airports.

- a. Provide annual updates to state aviation system plan, offer technical assistance to airports and ensure loan and grant program information is readily available.
6. Provide safe, modern, well-maintained state-owned and operated airports including the Yellowstone commercial service airport.
  - a. 100% readiness for anticipated aircraft operations and 100% compliance with 14 CFR Part 139 goals and recommendations. 100% readiness with ARFF and security requirements. 100% availability for aircraft and FBO hangar development.

## **Transportation Planning Program**

1. Cost Effectiveness: Develop and implement a long-range multi-modal construction program that addresses Montana's most important statewide transportation needs, is consistent with statewide long-range transportation plan and management system output, and maximizes the use of federal funds through the Performance Programming Process (P3).
  - a. Ensure at least 70% of available federal and state resources are prioritized into a performance based funding plan to support core state highway system needs (Interstate, National Highway, and Primary System) based on system goals defined through P3. P3 outcome goals include:
    - i. Quality: Maintain Pavement Condition performance levels at desirable or superior ride experience for the traveling public.
    - ii. Quality: Reduce the structurally deficient bridge deck area (square feet).
    - iii. Economic Vitality: Maintain traffic congestion and system reliability within acceptable limits.
    - iv. Safety: Implement VisionZero, Zero fatalities, Zero Serious Injuries on MT highways thru behavioral programs and project selection that supports the goal and objectives of Montana's Comprehensive Highway Safety Plan (CHSP).
2. Cost Effectiveness: Ensure 90% of the Interstate, National Highway, & Primary Systems projects programmed are consistent with the funding plan developed through P3.
3. Cost Effectiveness: Ensure that MDT uses transit asset condition to guide how to manage capital assets and prioritize funding to improve or maintain the overall transit fleet and facilities to a target level of "State of Good Repair" (SGR).
4. Environment: Ensure environmental regulatory compliance and environmental stewardship for department actions.

5. Customer Satisfaction: Ensure 50% of the public and transportation stakeholders perception of MDT's overall quality of service at an A or B level in our TranPlan MT Public involvement surveys, which measures progress on the departments long range multi-modal transportation plan.





EEO-ALL06W-Geography-MontanaEstimate-Estimate: EEO 6w. State and Local Government Job Groups by Sex, and Race/Ethnicity for Worksite Geography, Total Population - Universe: Civilians employed at work 16 years and over

Subject	Total, race and ethnicity	Hispanic or Latino		Not Hispanic or Latino, one race						Not Hispanic or Latino, two or more races						Balance of not Hispanic or Latino	
		White alone or Hispanic or Latino	All other Hispanic or Latino	White alone	Black or African American alone	American Indian and Alaska Native	Asian alone	Native Hawaiian and Other Pacific Islander	White and Black	White and AIAN	White and Asian	Black and AIAN	NHPI and White (Hawaii only)	NHPI and Asian (Hawaii only)	NHPI and Asian and White (Hawaii only)		
Percent	4.9%	0.0%	0.0%	4.6%	0.0%	0.1%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Service/Maintenance</b>																	
Total, both sexes																	
Percent	100.0%	1.7%	1.5%	88.2%	0.4%	5.3%	1.0%	0.1%	0.2%	1.2%	0.1%	0.0%	0.0%	0.0%	0.3%	0.0%	0.3%
Male																	
Percent	54.9%	0.8%	0.9%	49.0%	0.3%	2.7%	0.3%	0.1%	0.0%	0.6%	0.1%	0.0%	0.0%	0.0%	0.1%	0.0%	0.1%
Female																	
Percent	45.1%	0.9%	0.5%	39.2%	0.1%	2.6%	0.6%	0.1%	0.2%	0.6%	0.0%	0.0%	0.0%	0.0%	0.1%	0.0%	0.1%



# Montana Department of Transportation

## Affirmative Action Plan (AAP) - Employee Hiring Report - Hiring Process 10/01/2018 - 09/30/2019

2701 Prospect Ave  
 PO Box 201001  
 Helena, MT 59620-1001  
 (406) 444-6200  
[www.mdt.mt.gov](http://www.mdt.mt.gov)

Agency	HISPANIC OR LATINO		Male										Female						Total	
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Other	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Other	Total		
<b>Totals</b>																				
Applicants	77	52	1,849	20	59	3	89	75	86	2,258	837	8	8	1	16	26	29	977	75	3,310
Screened Out	40	31	833	10	35	2	34	38	45	1,037	458	5	7	1	8	15	18	543	48	1,628
Qualified Applicants	37	21	1,016	10	24	1	55	37	41	1,221	379	3	1	0	8	11	11	434	27	1,682
Applicants Interviewed	25	11	798	5	11	1	47	29	30	946	240	0	0	0	5	8	8	272	18	1,236
New Hires	8	3	470	2	0	0	28	10	0	518	101	0	1	0	0	3	0	108	0	626
Full-Time Hires	5	3	285	1	0	0	15	9	0	315	72	0	1	0	0	3	0	79	0	394
Other than Full-Time Hires	3	0	186	1	0	0	13	1	0	204	29	0	0	0	0	0	0	29	0	233
Selection Rate of Applicants	10.4%	5.8%	25.4%	10.0%	0.0%	0.0%	31.5%	13.3%	N/A	23.8%	12.1%	0.0%	12.5%	0.0%	0.0%	11.5%	N/A	11.4%	N/A	19.7%
4/5ths Rule (80% of Base)	33.0%	46.4%	80.6%	31.7%	0.0%	0.0%	100.0%	42.2%		100.0%	96.8%	0.0%	100.0%	0.0%	0.0%	92.0%		47.9%		
Adverse Impact	Yes	Yes	No	Yes	Yes	Yes	No	Yes		No	No	Yes	No	Yes	Yes	No		Yes	Yes	
Selection Rate of Qualified	21.6%	14.3%	46.3%	20.0%	0.0%	0.0%	50.9%	27.0%	N/A	43.9%	26.6%	0.0%	100.0%	0.0%	0.0%	27.3%	N/A	25.5%	N/A	38.4%
4/5ths Rule (80% of Base)	42.4%	14.3%	91.0%	39.3%	0.0%	0.0%	100.0%	53.0%		100.0%	26.6%	0.0%	100.0%	0.0%	0.0%	27.3%		58.1%		
Adverse Impact	Yes	Yes	No	Yes	Yes	Yes	No	Yes		No	Yes	Yes	No	N/A	Yes	Yes		Yes	Yes	
Selection Rate of Interviewed	32.0%	27.3%	58.9%	40.0%	0.0%	0.0%	59.6%	34.5%	N/A	56.6%	42.1%	0.0%	0.0%	0.0%	0.0%	37.5%	N/A	40.9%	N/A	52.2%
4/5ths Rule (80% of Base)	53.7%	64.8%	98.8%	67.1%	0.0%	0.0%	100.0%	57.9%		100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	89.1%		72.3%		
Adverse Impact	Yes	Yes	No	Yes	Yes	Yes	No	Yes		No	No	N/A	N/A	N/A	Yes	No		Yes	Yes	
Current Workforce	23	8	1,450	3	5	0	53	25	0	1,559	353	1	3	0	13	12	0	390	0	1,949
Availability Rate	1.2%	1.1%	48.3%	0.2%	0.3%	0.0%	2.0%	0.6%		52.7%	43.0%	0.1%	0.4%	0.0%	2.1%	0.7%		47.3%		
Percent of Current Workforce	1.2%	0.4%	74.4%	0.2%	0.3%	0.0%	2.7%	1.3%	0.0%	80.0%	18.1%	0.1%	0.2%	0.0%	0.7%	0.6%	0.0%	20.0%	0.0%	
Underutilized	No	No	No	No	No	No	No	No		No	Yes	No	No	No	Yes	No		Yes	Yes	
New Hires Needed for Parity	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		0	485	N/A	N/A	N/A	28	N/A		513		



Montana Department of Transportation

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Agency	HISPANIC OR LATINO		Male										Female						Total	
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Other	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Other	Total		
<b>Officials/Administrators</b>																				
Applicants	1	0	76	1	1	0	0	0	0	2	81	22	0	0	0	1	0	23	2	106
Screened Out	1	0	22	1	1	0	0	0	0	0	25	6	0	0	0	1	0	7	1	33
Qualified Applicants	0	0	54	0	0	0	0	0	0	2	56	16	0	0	0	0	0	16	1	73
Applicants Interviewed	0	0	39	0	0	0	0	0	0	1	40	12	0	0	0	0	0	12	1	53
New Hires	0	0	16	0	0	0	0	0	0	0	16	4	0	0	0	0	0	4	0	20
Full-Time Hires	0	0	16	0	0	0	0	0	0	0	16	4	0	0	0	0	0	4	0	20
Other than Full-Time Hires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selection Rate of Applicants	0.0%	0.0%	21.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	20.3%	18.2%	0.0%	0.0%	0.0%	0.0%	N/A	17.4%	N/A	19.6%
4/5ths Rule (80% of Base)	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	85.7%		
Adverse Impact	Yes	N/A	No	Yes	Yes	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	Yes	No	No	No	
Selection Rate of Qualified	0.0%	0.0%	29.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	29.6%	25.0%	0.0%	0.0%	0.0%	0.0%	N/A	25.0%	N/A	28.6%
4/5ths Rule (80% of Base)	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	84.5%		
Adverse Impact	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	No	No	
Selection Rate of Interviewed	0.0%	0.0%	41.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	41.0%	33.3%	0.0%	0.0%	0.0%	0.0%	N/A	33.3%	N/A	39.2%
4/5ths Rule (80% of Base)	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	81.2%		
Adverse Impact	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	No	No	
Current Workforce	0	0	65	0	0	0	0	0	0	0	65	14	0	0	0	0	0	15	0	80
Availability Rate	0.6%	0.8%	60.1%	0.1%	0.3%	0.0%	1.6%	0.6%	0.6%		63.4%	33.7%	0.1%	0.2%	1.5%	0.3%		36.6%		
Percent of Current Workforce	0.0%	0.0%	81.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	81.3%	17.5%	0.0%	0.0%	1.3%	0.0%	0.0%	18.8%	0.0%	
Underutilized	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No	No	No	No	Yes		
New Hires Needed for Parity	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	13	N/A	N/A	N/A	N/A	N/A	13		





# Montana Department of Transportation

## Affirmative Action Plan (AAP) - Employee Hiring Report - Hiring Process 10/01/2018 -09/30/2019

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Agency	HISPANIC OR LATINO		Male										Female						Total	
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Other	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Other	Total		
<b>Professionals</b>																				
Applicants	29	29	537	8	43	3	1	21	36	678	385	2	6	0	6	7	12	447	35	1,160
Screened Out	14	18	319	6	28	2	0	11	19	399	238	1	5	0	4	5	8	279	22	700
Qualified Applicants	15	11	218	2	15	1	1	10	17	279	147	1	1	0	2	2	4	168	13	460
Applicants Interviewed	10	6	150	1	7	1	1	9	9	188	107	0	0	0	2	0	3	118	8	314
New Hires	3	3	93	0	0	0	1	4	0	101	48	0	1	0	0	0	0	52	0	153
Full-Time Hires	3	3	88	0	0	0	1	3	0	95	44	0	1	0	0	0	0	48	0	143
Other than Full-Time Hires	0	0	5	0	0	0	0	1	0	6	4	0	0	0	0	0	0	4	0	10
Selection Rate of Applicants	10.3%	10.3%	17.3%	0.0%	0.0%	0.0%	100.0%	19.0%	N/A	15.7%	12.5%	0.0%	16.7%	0.0%	0.0%	0.0%	N/A	12.0%	N/A	13.8%
4/5ths Rule (80% of Base)	10.3%	61.7%	17.3%	0.0%	0.0%	0.0%	100.0%	19.0%		100.0%	74.9%	0.0%	100.0%	0.0%	0.0%	0.0%		76.4%		
Adverse Impact	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes		No	Yes	Yes	No	N/A	Yes	Yes		Yes		
Selection Rate of Qualified	20.0%	27.3%	42.7%	0.0%	0.0%	0.0%	100.0%	40.0%	N/A	38.5%	32.7%	0.0%	100.0%	0.0%	0.0%	0.0%	N/A	31.7%	N/A	35.0%
4/5ths Rule (80% of Base)	20.0%	27.3%	42.7%	0.0%	0.0%	0.0%	100.0%	40.0%		100.0%	32.7%	0.0%	100.0%	0.0%	0.0%	0.0%		82.3%		
Adverse Impact	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes		No	Yes	Yes	No	N/A	Yes	Yes		No		
Selection Rate of Interviewed	30.0%	50.0%	62.0%	0.0%	0.0%	0.0%	100.0%	44.4%	N/A	56.4%	44.9%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	45.2%	N/A	50.7%
4/5ths Rule (80% of Base)	30.0%	100.0%	62.0%	0.0%	0.0%	0.0%	100.0%	44.4%		100.0%	89.8%	0.0%	0.0%	0.0%	0.0%	0.0%		80.1%		
Adverse Impact	Yes	No	Yes	Yes	Yes	Yes	No	Yes		No	No	N/A	N/A	N/A	Yes	N/A		No		
Current Workforce	8	6	552	1	4	0	8	7	0	580	221	1	2	0	6	3	0	239	0	819
Availability Rate	0.8%	0.9%	40.3%	0.3%	0.4%	0.0%	1.2%	0.4%		43.5%	52.4%	0.1%	0.3%	0.1%	1.8%	0.8%		56.5%		
Percent of Current Workforce	1.0%	0.7%	67.4%	0.1%	0.5%	0.0%	1.0%	0.9%	0.0%	70.8%	27.0%	0.1%	0.2%	0.0%	0.7%	0.4%	0.0%	29.2%	0.0%	
Underutilized	No	No	No	No	No	No	No	No		No	Yes	No	No	No	No	No		Yes		
New Hires Needed for Parity	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		0	208	N/A	N/A	N/A	N/A	N/A		208		



# Montana Department of Transportation

## Affirmative Action Plan (AAP) - Employee Hiring Report - Hiring Process 10/01/2018 -09/30/2019

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Agency	HISPANIC OR LATINO		Male										Female						Total	
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Other	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Other	Total		
<b>Technicians</b>																				
Applicants	9	6	251	1	6	0	18	11	13	309	120	2	0	0	5	4	3	140	14	463
Screened Out	5	4	129	1	2	0	10	7	7	161	69	1	0	0	3	1	3	81	11	253
Qualified Applicants	4	2	122	0	4	0	8	4	6	148	51	1	0	0	2	3	0	59	3	210
Applicants Interviewed	3	1	89	0	0	0	8	2	6	108	37	0	0	0	0	3	0	41	2	151
New Hires	1	0	46	0	0	0	5	1	0	53	14	0	0	0	0	2	0	16	0	69
Full-Time Hires	1	0	45	0	0	0	5	1	0	52	14	0	0	0	0	2	0	16	0	68
Other than Full-Time Hires	0	0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2
Selection Rate of Applicants	11.1%	0.0%	18.3%	0.0%	0.0%	0.0%	27.8%	9.1%	N/A	17.9%	11.7%	0.0%	0.0%	0.0%	0.0%	50.0%	N/A	11.7%	N/A	15.7%
4/5ths Rule (80% of Base)	39.9%	0.0%	65.8%	0.0%	0.0%	0.0%	100.0%	32.7%		100.0%	23.4%	0.0%	0.0%	0.0%	0.0%	100.0%		65.4%		
Adverse Impact	Yes	Yes	Yes	Yes	Yes	N/A	No	Yes		No	Yes	Yes	N/A	N/A	Yes	No		Yes		
Selection Rate of Qualified	25.0%	0.0%	37.7%	0.0%	0.0%	0.0%	62.5%	25.0%	N/A	37.3%	27.5%	0.0%	0.0%	0.0%	0.0%	66.7%	N/A	27.1%	N/A	33.8%
4/5ths Rule (80% of Base)	40.0%	0.0%	60.3%	0.0%	0.0%	0.0%	100.0%	40.0%		100.0%	41.2%	0.0%	0.0%	0.0%	0.0%	100.0%		72.7%		
Adverse Impact	Yes	Yes	Yes	N/A	Yes	N/A	No	Yes		No	Yes	Yes	N/A	N/A	Yes	No		Yes		
Selection Rate of Interviewed	33.3%	0.0%	51.7%	0.0%	0.0%	0.0%	62.5%	50.0%	N/A	52.0%	37.8%	0.0%	0.0%	0.0%	0.0%	66.7%	N/A	39.0%	N/A	47.6%
4/5ths Rule (80% of Base)	53.3%	0.0%	82.7%	0.0%	0.0%	0.0%	100.0%	80.0%		100.0%	56.7%	0.0%	0.0%	0.0%	0.0%	100.0%		75.0%		
Adverse Impact	Yes	Yes	No	N/A	N/A	N/A	No	Yes		No	Yes	N/A	N/A	N/A	No			Yes		
Current Workforce	6	0	106	1	1	0	6	4	0	124	43	0	1	0	3	5	0	52	0	176
Availability Rate	0.9%	2.7%	36.6%	0.1%	0.8%	0.0%	1.4%	0.4%		40.4%	53.4%	0.0%	0.2%	0.0%	2.3%	0.8%		59.6%		
Percent of Current Workforce	3.4%	0.0%	60.2%	0.6%	0.6%	0.0%	3.4%	2.3%	0.0%	70.5%	24.4%	0.0%	0.6%	0.0%	1.7%	2.8%	0.0%	29.5%	0.0%	
Underutilized	No	Yes	No	No	No	No	No	No		No	Yes	No	No	No	Yes	No		Yes		
New Hires Needed for Parity	N/A	5	N/A	N/A	N/A	N/A	N/A	N/A		0	51	N/A	N/A	N/A	1	N/A		57		



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Agency	HISPANIC OR LATINO		Male										Female					Total			
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Other	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Other		Total		
<b>Protective Service</b>																					
Applicants	3	0	120	6	0	0	0	8	5	2	144	29	0	0	0	0	0	0	30	3	177
Screened Out	1	0	29	0	0	0	1	0	0	0	31	4	0	0	0	0	0	0	4	0	35
Qualified Applicants	2	0	91	6	0	0	7	5	2	113	25	0	0	0	0	0	0	0	26	3	142
Applicants Interviewed	0	0	37	3	0	0	0	4	1	45	7	0	0	0	0	0	0	0	7	1	53
New Hires	0	0	16	1	0	0	0	2	0	19	3	0	0	0	0	0	0	0	3	0	22
Full-Time Hires	0	0	16	1	0	0	0	2	0	19	3	0	0	0	0	0	0	0	3	0	22
Other than Full-Time Hires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selection Rate of Applicants	0.0%	0.0%	13.3%	16.7%	0.0%	0.0%	0.0%	40.0%	N/A	13.4%	10.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	10.0%	N/A	11.6%
4/5ths Rule (80% of Base)	0.0%	0.0%	33.3%	41.8%	0.0%	0.0%	0.0%	100.0%	100.0%	100.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	74.6%		
Adverse Impact	Yes	N/A	Yes	Yes	N/A	N/A	Yes	No	No	No	No	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes		
Selection Rate of Qualified	0.0%	0.0%	17.6%	16.7%	0.0%	0.0%	0.0%	40.0%	N/A	17.1%	12.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	11.5%	N/A	14.6%
4/5ths Rule (80% of Base)	0.0%	0.0%	44.0%	41.8%	0.0%	0.0%	0.0%	100.0%	100.0%	100.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	67.3%		
Adverse Impact	Yes	N/A	Yes	Yes	N/A	N/A	Yes	No	No	No	No	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes		
Selection Rate of Interviewed	0.0%	0.0%	43.2%	33.3%	0.0%	0.0%	0.0%	50.0%	N/A	43.2%	42.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	42.9%	N/A	39.2%
4/5ths Rule (80% of Base)	0.0%	0.0%	86.4%	66.6%	0.0%	0.0%	0.0%	100.0%	100.0%	100.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	99.3%		
Adverse Impact	N/A	N/A	No	Yes	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	
Current Workforce	1	0	70	1	0	0	0	3	0	75	13	0	0	0	0	2	0	15	0	0	90
Availability Rate	0.8%	0.3%	69.2%	0.1%	0.1%	0.2%	6.0%	1.0%		77.4%	19.5%	0.0%	0.0%	0.0%	2.5%	0.2%		22.6%			
Percent of Current Workforce	1.1%	0.0%	77.8%	1.1%	0.0%	0.0%	0.0%	3.3%	0.0%	83.3%	14.4%	0.0%	0.0%	0.0%	2.2%	0.0%		16.7%	0.0%		
Underutilized	No	No	No	No	No	No	Yes	No	No	No	Yes	No	No	Yes	No	No	No	Yes	Yes		
New Hires Needed for Parity	N/A	N/A	N/A	N/A	N/A	N/A	5	N/A	N/A	5	5	N/A	N/A	N/A	2	N/A	N/A	7	7		



# Montana Department of Transportation

## Affirmative Action Plan (AAP) - Employee Hiring Report - Hiring Process 10/01/2018 -09/30/2019

2701 Prospect Ave  
 PO Box 201001  
 Helena, MT 59620-1001  
 (406) 444-6200  
[www.mdt.mt.gov](http://www.mdt.mt.gov)

Agency	HISPANIC OR LATINO		Male										Female						Total	
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Other	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Other	Total		
<b>Administrative Support</b>																				
Applicants	6	14	60	1	4	0	1	9	3	84	261	4	2	1	2	11	13	308	8	400
Screened Out	3	8	47	1	4	0	1	7	2	65	132	3	2	1	0	8	7	161	5	231
Qualified Applicants	3	6	13	0	0	0	0	2	1	19	129	1	0	0	2	3	6	147	3	169
Applicants Interviewed	1	2	7	0	0	0	0	1	1	10	68	0	0	0	1	3	4	78	2	90
New Hires	1	0	25	0	0	0	0	0	0	26	28	0	0	0	0	0	0	28	0	54
Full-Time Hires	0	0	0	0	0	0	0	0	0	0	6	0	0	0	0	0	0	6	0	6
Other than Full-Time Hires	1	0	25	0	0	0	0	0	0	26	22	0	0	0	0	0	0	22	0	48
Selection Rate of Applicants	16.7%	0.0%	41.7%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	32.1%	10.7%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	9.5%	N/A	14.4%
4/5ths Rule (80% of Base)	40.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		29.6%		
Adverse Impact	Yes	Yes	No	Yes	Yes	N/A	Yes	Yes		No	No	Yes	Yes	Yes	Yes	Yes		Yes		
Selection Rate of Qualified	33.3%	0.0%	192.3%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	144.4%	21.7%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	19.9%	N/A	34.0%
4/5ths Rule (80% of Base)	17.3%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		13.8%		
Adverse Impact	Yes	Yes	No	N/A	N/A	N/A	N/A	Yes		No	No	Yes	N/A	Yes	Yes	Yes		Yes		
Selection Rate of Interviewed	100.0%	0.0%	357.1%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	288.9%	41.2%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	37.8%	N/A	65.1%
4/5ths Rule (80% of Base)	28.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		13.1%		
Adverse Impact	Yes	Yes	No	N/A	N/A	N/A	N/A	Yes		No	No	N/A	N/A	Yes	Yes	Yes		Yes		
Current Workforce	0	2	8	0	0	0	0	0	0	8	45	0	0	0	1	1	0	49	0	57
Availability Rate	0.7%	1.3%	29.6%	0.2%	0.1%	0.0%	0.9%	0.3%		31.9%	62.8%	0.1%	0.3%	0.0%	2.7%	0.8%		68.1%		
Percent of Current Workforce	0.0%	3.5%	14.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	14.0%	78.9%	0.0%	0.0%	0.0%	1.8%	1.8%	0.0%	86.0%	0.0%	
Underutilized	No	No	Yes	No	No	No	No	No		Yes	No	No	No	Yes	Yes	No		No		
New Hires Needed for Parity	N/A	N/A	9	N/A	N/A	N/A	N/A	N/A		9	N/A	N/A	N/A	N/A	1	N/A		1		



# Montana Department of Transportation

## Affirmative Action Plan (AAP) - Employee Hiring Report - Hiring Process 10/01/2018 -09/30/2019

2701 Prospect Ave  
 PO Box 201001  
 Helena, MT 59620-1001  
 (406) 444-6200  
[www.mdt.mt.gov](http://www.mdt.mt.gov)

Agency	HISPANIC OR LATINO		Male										Female						Total	
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Other	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Other	Total		
<b>Skilled Craft Workers</b>																				
Applicants	28	3	742	3	4	0	61	29	30	897	17	0	0	0	3	1	1	25	12	934
Screened Out	15	1	271	1	0	0	22	13	17	339	8	0	0	0	1	0	0	10	8	357
Qualified Applicants	13	2	471	2	4	0	39	16	13	558	9	0	0	0	2	1	1	15	4	577
Applicants Interviewed	11	2	430	1	4	0	38	13	12	509	7	0	0	0	2	1	1	13	4	526
New Hires	3	0	261	1	0	0	22	3	0	290	3	0	0	0	0	0	0	3	0	293
Full-Time Hires	1	0	108	0	0	0	9	3	0	121	0	0	0	0	0	0	0	0	0	121
Other than Full-Time Hires	2	0	153	1	0	0	13	0	0	169	3	0	0	0	0	0	0	3	0	172
Selection Rate of Applicants	10.7%	0.0%	35.2%	33.3%	0.0%	0.0%	36.1%	10.3%	N/A	33.4%	17.6%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	12.5%	N/A	32.5%
4/5ths Rule (80% of Base)	29.6%	0.0%	97.5%	92.2%	0.0%	0.0%	100.0%	28.5%		100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		37.4%		
Adverse Impact	Yes	Yes	No	No	Yes	N/A	No	Yes		No	No	N/A	N/A	Yes	Yes	Yes		Yes		
Selection Rate of Qualified	23.1%	0.0%	55.4%	50.0%	0.0%	0.0%	56.4%	18.8%	N/A	53.2%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	21.4%	N/A	51.9%
4/5ths Rule (80% of Base)	41.0%	0.0%	98.2%	88.7%	0.0%	0.0%	100.0%	33.3%		100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		40.2%		
Adverse Impact	Yes	Yes	No	No	Yes	N/A	No	Yes		No	No	N/A	N/A	Yes	Yes	Yes		Yes		
Selection Rate of Interviewed	27.3%	0.0%	60.7%	100.0%	0.0%	0.0%	57.9%	23.1%	N/A	58.4%	42.9%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	25.0%	N/A	57.0%
4/5ths Rule (80% of Base)	27.3%	0.0%	60.7%	100.0%	0.0%	0.0%	57.9%	23.1%		100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%		42.8%		
Adverse Impact	Yes	Yes	Yes	No	Yes	N/A	Yes	Yes		No	No	N/A	N/A	Yes	Yes	Yes		Yes		
Current Workforce	8	0	591	0	0	0	37	8	0	644	12	0	0	2	0	0	0	14	0	658
Availability Rate	2.6%	0.0%	86.9%	0.2%	0.2%	0.0%	3.8%	1.3%		95.1%	4.6%	0.0%	0.0%	0.1%	0.1%	0.1%		4.9%		
Percent of Current Workforce	1.2%	0.0%	89.8%	0.0%	0.0%	0.0%	5.6%	1.2%	0.0%	97.9%	1.8%	0.0%	0.0%	0.3%	0.0%	0.0%		2.1%	0.0%	
Underutilized	Yes	No	No	No	No	No	No	No		No	Yes	No	No	No	No	No		Yes		
New Hires Needed for Parity	9	N/A	N/A	N/A	N/A	N/A	N/A	N/A		9	18	N/A	N/A	N/A	N/A	N/A		18		



# Montana Department of Transportation

## Affirmative Action Plan (AAP) - Employee Hiring Report - Hiring Process 10/01/2018 -09/30/2019

2701 Prospect Ave  
 PO Box 201001  
 Helena, MT 59620-1001  
 (406) 444-6200  
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Agency	HISPANIC OR LATINO		Male										Female						Total	
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Other	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Other	Total		
<b>Service/Maintenance</b>																				
Applicants	1	0	63	0	1	0	0	0	0	65	3	0	0	0	0	1	0	4	1	70
Screened Out	1	0	16	0	0	0	0	0	0	17	1	0	0	0	0	0	0	1	1	19
Qualified Applicants	0	0	47	0	1	0	0	0	0	48	2	0	0	0	0	1	0	3	0	51
Applicants Interviewed	0	0	46	0	0	0	0	0	0	46	2	0	0	0	0	1	0	3	0	49
New Hires	0	0	13	0	0	0	0	0	0	13	1	0	0	0	0	1	0	2	0	15
Full-Time Hires	0	0	12	0	0	0	0	0	0	12	1	0	0	0	0	1	0	2	0	14
Other than Full-Time Hires	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Selection Rate of Applicants	0.0%	0.0%	20.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	20.0%	33.3%	0.0%	0.0%	0.0%	0.0%	100.0%	N/A	50.0%	N/A	21.7%
4/5ths Rule (80% of Base)	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	40.0%	33.3%	0.0%	0.0%	0.0%	0.0%	100.0%		100.0%		
Adverse Impact	Yes	N/A	No	N/A	Yes	N/A	N/A	N/A	N/A	Yes	Yes	N/A	N/A	N/A	N/A	No		No		
Selection Rate of Qualified	0.0%	0.0%	27.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	27.1%	50.0%	0.0%	0.0%	0.0%	0.0%	100.0%	N/A	66.7%	N/A	29.4%
4/5ths Rule (80% of Base)	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	40.6%	50.0%	0.0%	0.0%	0.0%	0.0%	100.0%		100.0%		
Adverse Impact	N/A	N/A	No	N/A	Yes	N/A	N/A	N/A	N/A	Yes	Yes	N/A	N/A	N/A	N/A	No		No		
Selection Rate of Interviewed	0.0%	0.0%	28.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	28.3%	50.0%	0.0%	0.0%	0.0%	0.0%	100.0%	N/A	66.7%	N/A	30.6%
4/5ths Rule (80% of Base)	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	42.4%	50.0%	0.0%	0.0%	0.0%	0.0%	100.0%		100.0%		
Adverse Impact	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes	N/A	N/A	N/A	N/A	No		No		
Current Workforce	0	0	58	0	0	0	2	3	0	63	5	0	0	0	0	1	0	6	0	69
Availability Rate	1.7%	1.4%	49.0%	0.3%	0.3%	0.1%	2.7%	0.7%		54.9%	39.2%	0.1%	0.6%	0.1%	2.6%	0.8%		45.1%		
Percent of Current Workforce	0.0%	0.0%	84.1%	0.0%	0.0%	0.0%	2.9%	4.3%	0.0%	91.3%	7.2%	0.0%	0.0%	0.0%	0.0%	1.4%	0.0%	8.7%	0.0%	
Underutilized	No	No	No	No	No	No	No	No	No	No	Yes	No	No	Yes	No	No		Yes		
New Hires Needed for Parity	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	22	N/A	N/A	N/A	2	N/A		24		

**STATE AND LOCAL GOVERNMENT INFORMATION (EEO-4)**

**EXCLUDE SCHOOL SYSTEMS AND EDUCATIONAL INSTITUTIONS**

**EXPIRES  
01/31/2004**

(Read attached instructions prior to completing this form)

**DO NOT ALTER INFORMATION PRINTED IN THIS BOX**

MAIL COMPLETED  
FORM TO

State & Local Reporting Committee (EEO-4)  
P.O. Box 62229  
Virginia Beach, VA 23466-2229

**A. TYPE OF GOVERNMENT (Check one box only)**

1. State       2. County       3. City       4. Township       5. Special District  
 6. Other (Specify) \_\_\_\_\_

**B. IDENTIFICATION**

1. NAME OF POLITICAL JURISDICTION (If same as label, skip to item C)  
Montana Department of Transportation

2. Address--Number and Street	City/Town	County	State/Zip	EOCU ONLY
2701 Prospect Avenue	Helena	Lewis and Clark	Montana 59620-1001	A
				B

**C. Function**

(Check one box to indicate the function(s) for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function(s) indicated. If you cannot supply the data for every agency within the function(s) attach a list showing name and address of agencies whose data are not included.)

<input type="checkbox"/>	1. Financial Administration. Tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office and  GENERAL CONTROL. Duties usually performed by boards of supervisors or commissioners, central administration offices and agencies, central personnel or planning agencies, all judicial offices and employees (judges, magistrates, bailiffs, etc.)	<input type="checkbox"/>	8. HEALTH. Provision of public health services, outpatient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation service, etc.
<input type="checkbox"/>	2. STREETS AND HIGHWAYS. Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads, highways and bridges.	<input type="checkbox"/>	9. HOUSING. Code enforcement, low rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control.
<input checked="" type="checkbox"/>	3. PUBLIC WELFARE. Maintenance of homes and other institutions for the needy; administration of public assistance. (Hospitals and sanatoriums should be reported as item 7.)	<input type="checkbox"/>	10. COMMUNITY DEVELOPMENT. Planning, zoning, land development, open space, beautification, preservation.
<input type="checkbox"/>	4. POLICE PROTECTION. Duties of a police department sheriff's, constable's, coroner's office, etc., including technical and clerical employees engaged in police activities.	<input type="checkbox"/>	11. CORRECTIONS. Jails, reformatories, detention homes, halfway houses, prisons, parole and probation activities
<input type="checkbox"/>	5. FIRE PROTECTION. Duties of the uniformed fire force and clerical employees. (Report any forest fire protection activities as item 6.)	<input type="checkbox"/>	12. UTILITIES AND TRANSPORTATION. Includes water supply, electric power, transit, gas, airports, water transportation and terminals.
<input type="checkbox"/>	6. NATURAL RESOURCES. Agriculture, forestry, forest fire protection, irrigation drainage, flood control, etc., and PARKS AND RECREATION. Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc.	<input type="checkbox"/>	13. SANITATION AND SEWAGE. Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants.
<input type="checkbox"/>	7. HOSPITALS AND SANATORIUMS. Operation and maintenance of institutions for inpatient medical care.	<input type="checkbox"/>	14. EMPLOYMENT SECURITY STATE GOVERNMENTS ONLY
<input type="checkbox"/>		<input type="checkbox"/>	15. OTHER (Specify on Page Four)



D. Employment data

(Do not include elected/appointed officials. Blanks will be counted as zeros)

Job Categories	Annual Salary (thousands)	HISPANIC OR LATINO		NON-HISPANIC OR LATINO												Total Col A-N
		Male	Female	Male						Female						
				White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	
<b>1. Full-Time Employees (Temporary employees are not included)</b>																
Officials/Administrators	1 \$0.1 - 15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2 16.0 - 19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	3 20.0 - 24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	4 25.0 - 32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5 33.0 - 42.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	6 43.0 - 54.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	7 55.0 - 69.9	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	8 70.0 PLUS	0	0	63	0	0	0	0	0	14	0	0	0	1	0	78
Professionals	9 \$0.1 - 15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	10 16.0 - 19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	11 20.0 - 24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	12 25.0 - 32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	13 33.0 - 42.9	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
	14 43.0 - 54.9	4	3	91	1	0	0	1	1	50	0	1	0	1	0	153
	15 55.0 - 69.9	4	2	219	0	2	0	4	3	101	1	1	0	2	3	342
	16 70.0 PLUS	0	1	233	0	2	0	3	2	60	0	0	0	3	0	304
Technicians	17 \$0.1 - 15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	18 16.0 - 19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	19 20.0 - 24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20 25.0 - 32.9	0	0	22	0	0	0	4	0	1	0	0	0	0	1	28
	21 33.0 - 42.9	5	0	65	1	1	0	2	4	31	0	1	0	3	2	115
	22 43.0 - 54.9	1	0	10	0	0	0	0	0	5	0	0	0	0	1	17
	23 55.0 - 69.9	0	0	6	0	0	0	0	0	4	0	0	0	0	1	11
	24 70.0 PLUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Protective Service	25 \$0.1 - 15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	26 16.0 - 19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	27 20.0 - 24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	28 25.0 - 32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	29 33.0 - 42.9	0	0	15	1	0	0	0	1	2	0	0	0	0	0	19
	30 43.0 - 54.9	1	0	49	0	0	0	0	2	10	0	0	0	0	2	64
	31 55.0 - 69.9	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2
	32 70.0 PLUS	0	0	4	0	0	0	0	0	1	0	0	0	0	0	5
Administrative Support	33 \$0.1 - 15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	34 16.0 - 19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	35 20.0 - 24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	36 25.0 - 32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	37 33.0 - 42.9	0	2	2	0	0	0	0	0	31	0	0	0	0	1	36
	38 43.0 - 54.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	39 55.0 - 69.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	40 70.0 PLUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Skilled Craft Workers	41 \$0.1 - 15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	42 16.0 - 19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	43 20.0 - 24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	44 25.0 - 32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	45 33.0 - 42.9	0	0	5	0	0	0	0	0	2	0	0	0	0	0	7
	46 43.0 - 54.9	7	0	438	0	0	0	28	6	7	0	0	0	2	0	488
	47 55.0 - 69.9	1	0	117	0	0	0	7	2	1	0	0	0	0	0	128
	48 70.0 PLUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



D. Employment data

(Do not include elected/appointed officials. Blanks will be counted as zeros)

Job Categories	Annual Salary (thousands)	HISPANIC OR LATINO		NON-HISPANIC OR LATINO													
		Male	Female	Male							Female						Total Col A-N
				White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races		
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Service/Maintenance	49 \$0.1 - 15.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	50 16.0 - 19.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	51 20.0 - 24.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	52 25.0 - 32.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	53 33.0 - 42.9	0	0	2	0	0	0	0	0	1	0	0	0	0	1	4	
	54 43.0 - 54.9	0	0	52	0	0	0	2	3	3	0	0	0	0	0	60	
	55 55.0 - 69.9	0	0	1	0	0	0	0	0	1	0	0	0	0	0	2	
56 70.0 PLUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
<b>57 Total Full-Time (lines 1-56)</b>		23	8	1398	3	5	0	51	24	325	1	3	0	12	12	1865	

D. Employment data

(Do not include elected/appointed officials. Blanks will be counted as zeros)

Job Categories	HISPANIC OR LATINO		NON-HISPANIC OR LATINO												
			Male						Female						Total Col A-N
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
<b>2. Other Than Full-Time Employees (Including temporary employees)</b>															
58 Officials/Administrators	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
59 Professionals	0	0	12	0	0	0	0	1	11	0	0	0	0	0	24
60 Technicians	1	0	7	0	0	0	0	0	4	0	0	0	0	0	12
61 Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
62 Administrative Support	1	0	26	0	0	0	0	0	32	0	0	0	1	0	60
63 Skilled Craft Workers	2	0	183	1	0	0	16	0	4	0	0	0	0	0	206
64 Service/Maintenance	0	0	3	0	0	0	0	0	0	0	0	0	0	0	3
65 Total Other than Full-Time (lines 58-64)	4	0	231	1	0	0	16	1	51	0	0	0	1	0	305
<b>3. New Hires During Calendar Year - Permanent full time only July 1 - June 30</b>															
66 Officials/Administrators	0	0	15	0	0	0	0	0	3	0	0	0	0	0	18
67 Professionals	3	2	64	0	0	0	1	2	33	0	0	0	0	0	105
68 Technicians	1	0	40	0	0	0	5	1	13	0	0	0	0	2	62
69 Protective Service	0	0	12	1	0	0	0	1	2	0	0	0	0	0	16
70 Administrative Support	0	0	0	0	0	0	0	0	6	0	0	0	0	0	6
71 Skilled Craft Workers	1	0	103	0	0	0	8	4	0	0	0	0	0	0	116
72 Service/Maintenance	0	0	13	0	0	0	0	0	1	0	0	0	0	1	15
73 Total New Hire (lines 66-72)	5	2	247	1	0	0	14	8	58	0	0	0	0	3	338

REMARKS: (List National Crime Information Center (NCIC) number assigned to any Criminal Justice Agencies whose data are included in this report)

**\*\*\* List Agencies Included on this form \*\*\***

CERTIFICATION. I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, US Code, Title 18, Section 1001.)

Name of person to contact regarding this form		Title
Address (Number and Street, City, State, Zip Code)  2701 Prospect Ave PO Box 201001 Helena, MT 59620-1001		Telephone Number:  Extension:  Fax Number: 406-444-7685
DATE	Typed name/title of authorized official:  Mike Tooley Director	SIGNATURE:
E-Mail		



**Montana Department of Transportation  
Affirmative Action Plan (AAP) - Employee Activity Report 10/01/18 - 09/30/19**

2701 Prospect Ave  
PO Box 201001  
Helena, MT 59620-1001  
(406) 444-6200  
[www.mdt.mt.gov](http://www.mdt.mt.gov)

Agency	HISPANIC OR LATINO		Male								Female								Total	
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total				
<b>Employee Advancement</b>																				
Total Workforce	23	8	1,450	3	5	0	53	25	1,559	353	1	3	0	13	12	390	1,949			
Career Ladder Promotions	5	0	130	1	0	0	5	1	142	19	0	0	0	1	2	22	164			
Competitive Promotions	3	2	129	0	0	0	5	7	144	32	0	0	0	0	1	35	179			
Temporary Assignment	0	1	33	0	0	0	0	4	37	2	0	0	0	0	0	3	40			
Training Assignment	0	0	3	0	0	0	0	1	4	0	0	0	0	0	0	0	4			
Other Pay Adjustments	0	0	8	0	0	0	0	0	8	0	0	0	0	0	0	0	8			
Promotion Selection Rate	34.8%	25.0%	17.9%	33.3%	0.0%	0.0%	18.9%	32.0%	18.3%	14.4%	0.0%	0.0%	0.0%	7.7%	25.0%	14.6%	17.6%			
4/5ths Rule (80% of Base)	100.0%	100.0%	51.4%	95.7%	0.0%	0.0%	54.3%	92.0%	100.0%	57.6%	0.0%	0.0%	0.0%	30.8%	100.0%	79.8%				
Adverse Impact	No	No	Yes	No	Yes	N/A	Yes	No	No	Yes	Yes	Yes	N/A	Yes	No	Yes				



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Agency	HISPANIC OR LATINO		Male								Female								Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific	American Indian or Alaskan Native	Two or more races	Total			
<b>Employee Exit Information</b>																			
Workforce at Start of Period	23	9	1,468	2	6	0	51	22	1,572	355	1	4	0	13	10	392	1,964		
New Hires	5	0	318	2	0	0	23	3	351	55	0	0	0	0	2	57	408		
Voluntary Terminations	5	1	344	0	1	0	18	7	375	60	0	1	0	0	0	62	437		
Non-Voluntary Terminations	0	0	9	0	0	0	0	0	9	1	0	0	0	0	0	1	10		
Eligible for Retirement	1	2	246	0	2	0	4	3	256	49	0	1	0	2	0	54	310		
# Separated within First Year	1	0	23	0	0	0	3	0	27	6	0	0	0	0	0	6	33		
Retired During Period	1	0	68	0	0	0	2	2	73	14	0	0	0	0	0	14	87		
Workforce at Close of Period	23	8	1,450	3	5	0	53	25	1,559	353	1	3	0	13	12	390	1,949		
Retention Rate	82.1%	88.9%	81.2%	75.0%	83.3%	N/A	71.6%	100.0%	81.1%	86.1%	100.0%	75.0%	N/A	100.0%	100.0%	86.9%	82.2%		
4/5ths Rule (80% of Base)	82.1%	88.9%	81.2%	75.0%	83.3%	0.0%	71.6%	100.0%	93.3%	86.1%	100.0%	75.0%	0.0%	100.0%	100.0%	100.0%			
Adverse Impact	No	No	No	Yes	No	N/A	Yes	No	No	No	No	Yes	N/A	No	No	No			



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total				
<b>Employee Discipline</b>																				
Total Workforce	23	8	1,450	3	5	0	53	25	1,559	353	1	3	0	13	12	390	1,949			
# of Individuals Disciplined	0	0	56	0	0	0	7	0	63	12	0	0	0	0	0	12	75			
# of Disciplinary Actions	0	0	64	0	0	0	7	0	71	14	0	0	0	0	0	14	85			
Rate of Discipline	0.0%	0.0%	3.9%	0.0%	0.0%	0.0%	13.2%	0.0%	4.0%	3.4%	0.0%	0.0%	0.0%	0.0%	0.0%	3.1%	3.8%			
4/5ths Rule (80% of Base)	100.0%	100.0%	96.1%	100.0%	100.0%	100.0%	86.8%	100.0%	99.1%	96.6%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%				
Adverse Impact	No	No	No	No	No	N/A	No	No	No	No	No	No	N/A	No	No	No	No			



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific	American Indian or Alaskan Native	Two or more races	Total					
<b>Employee Demotion</b>																					
Total Workforce	23	8	1,450	3	5	0	53	25	1,559	353	1	3	0	13	12	390	1,949				
# of Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Rate of Demotion	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
4/5ths Rule (80% of Base)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%			
Adverse Impact	No	No	No	No	No	N/A	No	No	No	No	No	No	N/A	No	No	No	No	No			



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total				
			23	8	1,450	3	5	0	53	25	1,559	353	1	3	0	13	12	390		
<b>Total Workforce</b>																	1,949			
<b>Total Layoffs</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
<b>Total Recalls</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
<b>Layoff Rate</b>	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
<b>4/5ths Rule (80% of Base)</b>	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
<b>Adverse Impact</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
<b>Recall Rate</b>	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
<b>4/5ths Rule (80% of Base)</b>	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
<b>Adverse Impact</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			





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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Administration</b>																			
<b>Employee Advancement</b>																			
Total Workforce	0	0	13	0	0	0	0	0	0	13	28	0	1	0	1	1	31	44	
Career Ladder Promotions	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	1	
Competitive Promotions	0	0	1	0	0	0	0	0	0	1	2	0	0	0	0	0	2	3	
Temporary Assignment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Training Assignment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other Pay Adjustments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Promotion Selection Rate	0.0%	0.0%	7.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	7.7%	10.7%	0.0%	0.0%	0.0%	0.0%	0.0%	9.7%	9.1%	
4/5ths Rule (80% of Base)	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	79.4%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%		
Adverse Impact	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	Yes	No	N/A	Yes	N/A	Yes	Yes	No		



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Administration</b>																			
<b>Employee Exit Information</b>																			
Workforce at Start of Period	0	1	14	0	0	0	0	1	0	15	31	0	1	0	1	1	35	50	
New Hires	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	3	3	
Voluntary Terminations	0	1	1	0	0	0	1	0	2	6	0	0	0	0	0	0	7	9	
Non-Voluntary Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Eligible for Retirement	0	0	1	0	0	0	0	0	1	4	0	1	0	0	1	0	6	7	
# Separated within First Year	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	
Retired During Period	0	0	1	0	0	0	1	0	2	2	0	0	0	0	0	0	2	4	
Workforce at Close of Period	0	0	13	0	0	0	0	0	13	28	0	1	0	1	1	31	44	44	
Retention Rate	N/A	N/A	92.9%	N/A	N/A	N/A	N/A	N/A	86.7%	82.4%	N/A	100.0%	N/A	100.0%	100.0%	81.6%	83.0%	83.0%	
4/5ths Rule (80% of Base)	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	82.4%	0.0%	100.0%	100.0%	100.0%	100.0%	94.1%	94.1%	94.1%	
Adverse Impact	N/A	Yes	No	N/A	N/A	Yes	N/A	N/A	N/A	No	N/A	No	N/A	No	No	No	No	No	No



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			0	13	0	0	0	0	0	0	13	28	0	1	0	1	1	31	
<b>Administration</b>	0	0	13	0	0	0	0	0	13	28	0	1	0	1	1	31	44		
<b>Employee Discipline</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Workforce	0	0	13	0	0	0	0	0	13	28	0	1	0	1	1	31	44		
# of Individuals Disciplined	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
# of Disciplinary Actions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Rate of Discipline	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%		
Adverse Impact	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	No	No	N/A	No	N/A	No	No	No	No		



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	HISPANIC OR LATINO		Male								Female								Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific	American Indian or Alaskan Native	Two or more races	Total			
<b>Administration</b>																			
<b>Employee Demotion</b>																			
Total Workforce	0	0	13	0	0	0	0	0	13	28	0	1	0	1	1	31	44		
# of Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Rate of Demotion	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%		
Adverse Impact	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	No	No	N/A	No	N/A	No	No	No	No		



**Montana Department of Transportation**  
**Affirmative Action Plan (AAP) - Employee Activity Report 10/01/18 - 09/30/19**

2701 Prospect Ave  
 PO Box 201001  
 Helena, MT 59620-1001  
 (406) 444-6200  
[www.mdt.mt.gov](http://www.mdt.mt.gov)

	HISPANIC OR LATINO		Male								Female								Total		
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total					
			0	0	13	0	0	0	0	0	0	13	0	0	0	0	0	1		0	1
<b>Administration</b>	0	0	13	0	0	0	0	0	0	13	0	0	0	0	0	1	0	1	1	31	44
<b>Employee Layoffs &amp; Recalls</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Recalls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Layoff Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Recall Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A



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	HISPANIC OR LATINO		Male								Female								Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Aeronautics</b>																			
<b>Employee Advancement</b>																			
Total Workforce	0	0	9	0	0	0	0	0	0	9	3	0	0	0	0	0	12		
Career Ladder Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Competitive Promotions	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	1		
Temporary Assignment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Training Assignment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Other Pay Adjustments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Promotion Selection Rate	0.0%	0.0%	11.1%	0.0%	0.0%	0.0%	0.0%	0.0%	11.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	8.3%		
4/5ths Rule (80% of Base)	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
Adverse Impact	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	Yes			



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific	American Indian or Alaskan Native	Two or more races	Total				
<b>Aeronautics</b>																				
<b>Employee Exit Information</b>																				
Workforce at Start of Period	0	0	9	0	0	0	0	0	9	3	0	0	0	0	0	3	12			
New Hires	0	0	3	0	0	0	0	3	1	0	0	0	0	0	0	1	4			
Voluntary Terminations	0	0	4	0	0	0	0	4	1	0	0	0	0	0	0	1	5			
Non-Voluntary Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Eligible for Retirement	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	1			
# Separated within First Year	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	1			
Retired During Period	0	0	2	0	0	0	0	2	0	0	0	0	0	0	0	0	2			
Workforce at Close of Period	0	0	9	0	0	0	0	9	3	0	0	0	0	0	0	3	12			
Retention Rate	N/A	N/A	75.0%	N/A	N/A	N/A	N/A	75.0%	75.0%	N/A	N/A	N/A	N/A	N/A	N/A	75.0%	75.0%			
4/5ths Rule (80% of Base)	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%				
Adverse Impact	N/A	N/A	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A	No				





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			0	0	9	0	0	0	0	0	0	3	0	0	0	0	0	0		3	
<b>Aeronautics</b>																					
<b>Employee Discipline</b>																					
Total Workforce	0	0	9	0	0	0	0	0	0	9	0	0	0	0	0	0	0	0	0	3	12
# of Individuals Disciplined	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# of Disciplinary Actions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rate of Discipline	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
4/5ths Rule (80% of Base)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Adverse Impact	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Aeronautics</b>																			
<b>Employee Demotion</b>																			
Total Workforce	0	0	9	0	0	0	0	0	0	9	3	0	0	0	0	0	12		
# of Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Rate of Demotion	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%		
Adverse Impact	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No	No		



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Aeronautics</b>																			
<b>Employee Layoffs &amp; Recalls</b>																			
Total Workforce	0	0	9	0	0	0	0	0	0	0	0	0	0	0	0	3	0	3	12
Total Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Recalls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Layoff Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Recall Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%



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	HISPANIC OR LATINO		Male								Female								Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Billings</b>																			
<b>Employee Advancement</b>																			
Total Workforce	6	1	191	2	1	0	0	9	2	211	18	0	0	1	1	21	232		
Career Ladder Promotions	1	0	25	1	0	0	2	0	0	29	0	0	0	0	0	0	29		
Competitive Promotions	0	0	28	0	0	0	1	0	0	29	2	0	0	0	0	2	31		
Temporary Assignment	0	0	7	0	0	0	0	3	0	10	0	0	0	0	0	0	10		
Training Assignment	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	1		
Other Pay Adjustments	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	1		
Promotion Selection Rate	16.7%	0.0%	27.7%	50.0%	0.0%	0.0%	33.3%	0.0%	0.0%	27.5%	11.1%	0.0%	0.0%	0.0%	0.0%	9.5%	25.9%		
4/5ths Rule (80% of Base)	33.4%	0.0%	55.4%	100.0%	0.0%	0.0%	66.6%	0.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	34.5%			
Adverse Impact	Yes	Yes	Yes	No	Yes	N/A	Yes	Yes	Yes	No	No	N/A	N/A	Yes	Yes	Yes			



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	HISPANIC OR LATINO		Male								Female								Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Billings</b>																			
<b>Employee Exit Information</b>																			
Workforce at Start of Period	7	1	190	2	2	0	0	10	2	213	19	0	0	0	1	22	235		
New Hires	2	0	52	0	0	0	2	0	0	56	7	0	0	0	0	7	63		
Voluntary Terminations	3	0	54	0	1	0	3	0	0	61	7	0	0	0	0	7	68		
Non-Voluntary Terminations	0	0	3	0	0	0	0	0	0	3	1	0	0	0	0	1	4		
Eligible for Retirement	0	0	27	0	0	0	1	0	0	28	4	0	0	0	0	4	32		
# Separated within First Year	0	0	4	0	0	0	0	0	0	4	1	0	0	0	0	1	5		
Retired During Period	1	0	12	0	0	0	0	0	0	13	0	0	0	0	0	0	13		
Workforce at Close of Period	6	1	191	2	1	0	9	2	211	18	0	0	0	1	21	232			
Retention Rate	66.7%	100.0%	78.9%	100.0%	50.0%	N/A	75.0%	100.0%	78.4%	69.2%	N/A	N/A	N/A	100.0%	72.4%	77.9%			
4/5ths Rule (80% of Base)	66.7%	100.0%	78.9%	100.0%	50.0%	0.0%	75.0%	100.0%	100.0%	69.2%	0.0%	0.0%	0.0%	100.0%	92.3%				
Adverse Impact	Yes	No	Yes	No	Yes	N/A	Yes	No	No	Yes	N/A	N/A	N/A	No	No	No			



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Billings</b>																			
<b>Employee Discipline</b>																			
Total Workforce	6	1	191	2	1	0	0	9	2	211	18	0	0	0	1	1	21	232	
# of Individuals Disciplined	0	0	7	0	0	0	3	0	0	10	2	0	0	0	0	0	2	12	
# of Disciplinary Actions	0	0	9	0	0	0	3	0	0	12	2	0	0	0	0	0	2	14	
Rate of Discipline	0.0%	0.0%	3.7%	0.0%	0.0%	0.0%	33.3%	0.0%	0.0%	4.7%	11.1%	0.0%	0.0%	0.0%	0.0%	0.0%	9.5%	5.2%	
4/5ths Rule (80% of Base)	100.0%	100.0%	96.3%	100.0%	100.0%	100.0%	66.7%	100.0%	100.0%	100.0%	88.9%	100.0%	100.0%	100.0%	100.0%	100.0%	95.0%		
Adverse Impact	No	No	No	No	No	N/A	Yes	No	No	No	No	N/A	N/A	No	No	No	No		



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<b>Billings</b>																			
<b>Employee Demotion</b>																			
Total Workforce	6	1	191	2	1	0	9	2	211	18	0	0	0	1	1	21	232		
# of Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Rate of Demotion	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%		
Adverse Impact	No	No	No	No	No	N/A	No	No	No	No	N/A	N/A	N/A	No	No	No	No		



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Billings</b>																			
<b>Employee Layoffs &amp; Recalls</b>																			
Total Workforce	6	1	191	2	1	0	9	2	211	18	0	0	0	1	1	21	232		
Total Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Recalls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Layoff Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Recall Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		





**Montana Department of Transportation  
Affirmative Action Plan (AAP) - Employee Activity Report 10/01/18 - 09/30/19**

2701 Prospect Ave  
PO Box 201001  
Helena, MT 59620-1001  
(406) 444-6200  
[www.mdt.mt.gov](http://www.mdt.mt.gov)

	HISPANIC OR LATINO		Male								Female								Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Butte</b>																			
<b>Employee Advancement</b>																			
Total Workforce	2	1	231	0	0	0	0	2	6	241	30	0	0	0	0	1	33	274	
Career Ladder Promotions	1	0	16	0	0	0	0	0	1	18	3	0	0	0	0	0	4	22	
Competitive Promotions	0	0	18	0	0	0	0	0	1	19	1	0	0	0	0	0	1	20	
Temporary Assignment	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	
Training Assignment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other Pay Adjustments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Promotion Selection Rate	50.0%	0.0%	14.7%	0.0%	0.0%	0.0%	0.0%	0.0%	33.3%	15.4%	13.3%	0.0%	0.0%	0.0%	0.0%	0.0%	15.2%	15.3%	
4/5ths Rule (80% of Base)	100.0%	0.0%	29.4%	0.0%	0.0%	0.0%	0.0%	0.0%	66.6%	100.0%	13.3%	0.0%	0.0%	0.0%	0.0%	0.0%	98.7%		
Adverse Impact	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	Yes	No	Yes	N/A	N/A	Yes	No	No	No		



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	HISPANIC OR LATINO		Male								Female								Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Butte</b>																			
<b>Employee Exit Information</b>																			
Workforce at Start of Period	1	1	240	0	0	0	0	3	6	250	27	0	0	0	1	1	30	280	
New Hires	2	0	72	0	0	0	3	0	0	77	10	0	0	0	0	0	10	87	
Voluntary Terminations	1	0	82	0	0	0	4	1	88	8	0	0	0	0	0	0	8	96	
Non-Voluntary Terminations	0	0	3	0	0	0	0	0	3	0	0	0	0	0	0	0	0	3	
Eligible for Retirement	0	1	41	0	0	0	0	1	42	6	0	0	0	0	0	0	7	49	
# Separated within First Year	0	0	5	0	0	0	0	0	5	0	0	0	0	0	0	0	0	5	
Retired During Period	0	0	9	0	0	0	1	0	10	0	0	0	0	0	0	0	0	10	
Workforce at Close of Period	2	1	231	0	0	0	2	6	241	30	0	0	0	0	1	1	33	274	
Retention Rate	66.7%	100.0%	74.0%	N/A	N/A	N/A	33.3%	100.0%	73.7%	81.1%	N/A	N/A	N/A	100.0%	100.0%	100.0%	82.5%	74.7%	
4/5ths Rule (80% of Base)	66.7%	100.0%	74.0%	0.0%	0.0%	0.0%	33.3%	100.0%	89.3%	81.1%	0.0%	0.0%	0.0%	100.0%	100.0%	100.0%	100.0%		
Adverse Impact	Yes	No	Yes	N/A	N/A	N/A	Yes	No	No	No	N/A	N/A	N/A	No	No	No	No		



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	HISPANIC OR LATINO		Male								Female								Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Butte</b>																			
<b>Employee Discipline</b>																			
Total Workforce	2	1	231	0	0	0	0	2	6	241	30	0	0	0	1	33	274		
# of Individuals Disciplined	0	0	16	0	0	0	0	0	0	16	0	0	0	0	0	0	16		
# of Disciplinary Actions	0	0	18	0	0	0	0	0	0	18	0	0	0	0	0	0	18		
Rate of Discipline	0.0%	0.0%	6.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	6.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5.8%		
4/5ths Rule (80% of Base)	100.0%	100.0%	93.1%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	93.4%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%			
Adverse Impact	No	No	No	N/A	N/A	No	No	No	No	No	No	N/A	N/A	No	No	No			



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Butte</b>																			
<b>Employee Demotion</b>																			
Total Workforce	2	1	231	0	0	0	0	2	6	241	30	0	0	1	1	33	274		
# of Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Rate of Demotion	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%		
Adverse Impact	No	No	No	N/A	N/A	No	No	No	No	No	No	N/A	N/A	No	No	No	No		



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total				
<b>Butte</b>																				
<b>Employee Layoffs &amp; Recalls</b>																				
Total Workforce	2	1	231	0	0	0	0	2	6	241	30	0	0	0	1	1	33	274		
Total Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Recalls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Layoff Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Recall Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	



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	HISPANIC OR LATINO		Male								Female								Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Directors Office</b>																			
<b>Employee Advancement</b>																			
Total Workforce	1	3	33	0	0	0	0	0	0	0	1	47	1	0	0	4	1	56	90
Career Ladder Promotions	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	3	3
Competitive Promotions	0	0	4	0	0	0	0	0	0	0	0	3	0	0	0	0	0	3	7
Temporary Assignment	0	0	2	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2
Training Assignment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Pay Adjustments	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Promotion Selection Rate	0.0%	0.0%	12.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	11.8%	12.8%	0.0%	0.0%	0.0%	0.0%	10.7%	11.1%
4/5ths Rule (80% of Base)	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	90.7%	
Adverse Impact	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes	No	Yes	N/A	N/A	Yes	Yes	No	



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	HISPANIC OR LATINO		Male								Female								Total						
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total									
<b>Directors Office</b>																									
<b>Employee Exit Information</b>																									
Workforce at Start of Period	1	3	33	0	0	0	0	0	0	0	0	0	0	0	0	49	1	0	0	0	4	1	58	92	
New Hires	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	3	8	
Voluntary Terminations	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	4	8	
Non-Voluntary Terminations	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	
Eligible for Retirement	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	6	0	0	0	0	0	0	8	14	
# Separated within First Year	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	2	
Retired During Period	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	2	
Workforce at Close of Period	1	3	33	0	0	0	0	0	0	0	0	0	0	0	0	47	1	0	0	0	4	1	56	90	
Retention Rate	100.0%	100.0%	86.8%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	90.4%	100.0%	N/A	N/A	N/A	100.0%	100.0%	91.8%	90.0%	
4/5ths Rule (80% of Base)	100.0%	100.0%	86.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	90.4%	100.0%	0.0%	0.0%	0.0%	100.0%	100.0%	100.0%		
Adverse Impact	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	No	No	No	No	



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	HISPANIC OR LATINO		Male								Female								Total						
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total									
<b>Directors Office</b>																									
<b>Employee Discipline</b>																									
Total Workforce	1	3	33	0	0	0	0	0	0	0	0	0	0	0	0	0	0	47	1	0	0	4	1	56	90
# of Individuals Disciplined	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	2	3
# of Disciplinary Actions	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	2	3
Rate of Discipline	0.0%	0.0%	3.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	4.3%	0.0%	0.0%	0.0%	0.0%	0.0%	3.6%	3.3%
4/5ths Rule (80% of Base)	100.0%	100.0%	97.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	95.7%	100.0%	100.0%	100.0%	100.0%	100.0%	99.3%	
Adverse Impact	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	No	N/A	No	No	No	No





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	HISPANIC OR LATINO		Male								Female								Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Directors Office</b>																			
<b>Employee Demotion</b>																			
Total Workforce	1	3	33	0	0	0	0	0	0	0	0	0	0	0	0	0	0	56	90
# of Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rate of Demotion	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
4/5ths Rule (80% of Base)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Adverse Impact	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	No	No	No	No	No	No



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total									
<b>Directors Office</b>																									
<b>Employee Layoffs &amp; Recalls</b>																									
Total Workforce	1	3	33	0	0	0	0	0	0	0	0	0	0	0	0	47	1	0	0	4	1	56	90		
Total Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Recalls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Layoff Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Recall Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A



**Montana Department of Transportation  
Affirmative Action Plan (AAP) - Employee Activity Report 10/01/18 - 09/30/19**

2701 Prospect Ave  
PO Box 201001  
Helena, MT 59620-1001  
(406) 444-6200  
[www.mdt.mt.gov](http://www.mdt.mt.gov)

	HISPANIC OR LATINO		Male								Female								Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Engineering</b>																			
<b>Employee Advancement</b>																			
Total Workforce	0	2	192	0	3	0	0	0	3	198	54	0	0	0	0	1	59	257	
Career Ladder Promotions	0	0	6	0	0	0	0	0	0	6	3	0	0	0	0	0	3	9	
Competitive Promotions	0	2	17	0	0	0	0	0	0	20	11	0	0	0	0	0	13	33	
Temporary Assignment	0	1	6	0	0	0	0	0	1	7	2	0	0	0	0	0	3	10	
Training Assignment	0	0	3	0	0	0	0	0	0	3	0	0	0	0	0	0	0	3	
Other Pay Adjustments	0	0	6	0	0	0	0	0	0	6	0	0	0	0	0	0	0	6	
Promotion Selection Rate	0.0%	100.0%	12.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	13.1%	25.9%	0.0%	0.0%	0.0%	0.0%	0.0%	27.1%	16.3%	
4/5ths Rule (80% of Base)	0.0%	100.0%	12.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	48.3%	25.9%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%		
Adverse Impact	N/A	No	Yes	N/A	Yes	N/A	N/A	No	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	No		



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Engineering</b>																			
<b>Employee Exit Information</b>																			
Workforce at Start of Period	1	2	188	0	3	0	0	0	3	195	53	0	0	0	0	0	57	252	
New Hires	0	0	34	0	0	0	0	0	0	34	10	0	0	0	0	0	11	45	
Voluntary Terminations	1	0	32	0	0	0	0	1	34	11	0	0	0	0	0	0	11	45	
Non-Voluntary Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Eligible for Retirement	0	1	32	0	1	0	0	0	33	5	0	0	0	0	0	0	6	39	
# Separated within First Year	1	0	3	0	0	0	0	0	4	0	0	0	0	0	0	0	0	4	
Retired During Period	0	0	9	0	0	0	0	1	10	6	0	0	0	0	0	0	6	16	
Workforce at Close of Period	0	2	192	0	3	0	0	3	198	54	0	0	0	2	1	59	257		
Retention Rate	N/A	100.0%	86.5%	N/A	100.0%	N/A	N/A	100.0%	86.5%	85.7%	N/A	N/A	N/A	100.0%	100.0%	86.8%	86.5%		
4/5ths Rule (80% of Base)	0.0%	100.0%	86.5%	0.0%	100.0%	0.0%	0.0%	100.0%	99.7%	85.7%	0.0%	0.0%	0.0%	100.0%	100.0%	100.0%	86.5%		
Adverse Impact	Yes	No	No	N/A	No	N/A	N/A	No	No	No	N/A	N/A	N/A	No	N/A	No	No		



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Engineering</b>																			
<b>Employee Discipline</b>																			
Total Workforce	0	2	192	0	3	0	0	0	3	198	54	0	0	0	0	1	59	257	
# of Individuals Disciplined	0	0	2	0	0	0	0	0	0	2	2	0	0	0	0	0	2	4	
# of Disciplinary Actions	0	0	2	0	0	0	0	0	0	2	2	0	0	0	0	0	2	4	
Rate of Discipline	0.0%	0.0%	1.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.0%	3.7%	0.0%	0.0%	0.0%	0.0%	0.0%	3.4%	1.6%	
4/5ths Rule (80% of Base)	100.0%	100.0%	99.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	96.3%	100.0%	100.0%	100.0%	100.0%	100.0%	97.6%		
Adverse Impact	N/A	No	No	N/A	No	N/A	N/A	No	No	No	No	N/A	N/A	No	No	No	No		



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<b>Engineering</b>																			
<b>Employee Demotion</b>																			
Total Workforce	0	2	192	0	3	0	0	0	3	198	54	0	0	0	1	59	257		
# of Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Rate of Demotion	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%		
Adverse Impact	N/A	No	No	N/A	No	N/A	No	No	No	No	No	N/A	N/A	No	No	No	No		



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Engineering</b>																			
<b>Employee Layoffs &amp; Recalls</b>																			
Total Workforce	0	2	192	0	3	0	0	0	3	198	54	0	0	0	1	59	257		
Total Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Recalls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Layoff Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Recall Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total				
<b>Glendive</b>																				
<b>Employee Advancement</b>																				
Total Workforce	4	0	182	1	1	0	14	3	205	25	0	1	0	1	1	28	233			
Career Ladder Promotions	1	0	26	0	0	0	0	0	27	2	0	0	0	0	0	2	29			
Competitive Promotions	0	0	4	0	0	0	0	0	4	0	0	0	0	0	0	0	4			
Temporary Assignment	0	0	3	0	0	0	0	0	3	0	0	0	0	0	0	0	3			
Training Assignment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Other Pay Adjustments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Promotion Selection Rate	25.0%	0.0%	16.5%	0.0%	0.0%	0.0%	0.0%	0.0%	15.1%	8.0%	0.0%	0.0%	0.0%	0.0%	0.0%	7.1%	14.2%			
4/5ths Rule (80% of Base)	100.0%	0.0%	66.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	47.0%				
Adverse Impact	No	N/A	Yes	Yes	Yes	N/A	Yes	Yes	No	No	N/A	Yes	N/A	Yes	Yes	Yes	Yes			





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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Glendive</b>																			
<b>Employee Exit Information</b>																			
Workforce at Start of Period	4	0	187	0	1	0	11	3	206	28	0	2	0	1	1	32	238		
New Hires	0	0	22	1	0	6	0	29	2	2	0	0	0	0	0	2	31		
Voluntary Terminations	0	0	25	0	0	1	2	28	5	0	1	0	0	0	0	6	34		
Non-Voluntary Terminations	0	0	2	0	0	0	0	2	2	0	0	0	0	0	0	0	2		
Eligible for Retirement	0	0	40	0	1	2	1	44	4	0	0	0	0	0	0	4	48		
# Separated within First Year	0	0	7	0	0	3	0	10	1	0	0	0	0	0	0	1	11		
Retired During Period	0	0	5	0	0	0	0	5	1	0	0	0	0	0	0	1	6		
Workforce at Close of Period	4	0	182	1	1	14	3	205	25	0	1	0	0	1	1	28	233		
Retention Rate	100.0%	N/A	87.1%	100.0%	100.0%	82.4%	100.0%	87.2%	83.3%	N/A	50.0%	N/A	100.0%	100.0%	100.0%	82.4%	86.6%		
4/5ths Rule (80% of Base)	100.0%	0.0%	87.1%	100.0%	100.0%	82.4%	100.0%	100.0%	83.3%	0.0%	50.0%	0.0%	100.0%	100.0%	100.0%	94.5%			
Adverse Impact	No	N/A	No	N/A	No	No	No	No	No	No	N/A	Yes	N/A	No	No	No			



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Glendive</b>																			
<b>Employee Discipline</b>																			
Total Workforce	4	0	182	1	1	0	14	3	205	25	0	1	0	1	1	28	233		
# of Individuals Disciplined	0	0	13	0	0	2	0	0	15	1	0	0	0	0	0	1	16		
# of Disciplinary Actions	0	0	16	0	0	2	0	0	18	2	0	0	0	0	0	2	20		
Rate of Discipline	0.0%	0.0%	7.1%	0.0%	0.0%	14.3%	0.0%	0.0%	7.3%	4.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3.6%	6.9%		
4/5ths Rule (80% of Base)	100.0%	100.0%	92.9%	100.0%	100.0%	85.7%	100.0%	100.0%	96.2%	96.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%			
Adverse Impact	No	N/A	No	No	No	No	No	No	No	No	N/A	No	N/A	No	No	No			



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific	American Indian or Alaskan Native	Two or more races	Total								
<b>Glendive</b>																								
<b>Employee Demotion</b>																								
Total Workforce	4	0	182	1	1	0	14	3	205	25	0	1	0	1	1	1	28	233						
# of Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Rate of Demotion	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%						
4/5ths Rule (80% of Base)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%						
Adverse Impact	No	N/A	No	No	No	N/A	No	No	No	No	N/A	No	N/A	No	No	No	No	No						



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Glendive</b>																			
<b>Employee Layoffs &amp; Recalls</b>																			
Total Workforce	4	0	182	1	1	0	14	3	205	25	0	1	0	1	1	28	233		
Total Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Recalls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Layoff Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Recall Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Great Falls</b>																			
<b>Employee Advancement</b>																			
Total Workforce	2	0	187	0	0	0	0	20	3	212	25	0	0	0	0	1	2	28	240
Career Ladder Promotions	1	0	23	0	0	0	2	0	0	26	1	0	0	0	0	0	0	1	27
Competitive Promotions	0	0	18	0	0	0	2	1	21	21	4	0	0	0	0	0	0	4	25
Temporary Assignment	0	0	3	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	3
Training Assignment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Pay Adjustments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Promotion Selection Rate	50.0%	0.0%	21.9%	0.0%	0.0%	0.0%	20.0%	33.3%	22.2%	22.2%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	17.9%	21.7%
4/5ths Rule (80% of Base)	100.0%	0.0%	43.8%	0.0%	0.0%	0.0%	40.0%	66.6%	100.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	80.6%	
Adverse Impact	No	N/A	Yes	N/A	N/A	N/A	Yes	Yes	Yes	No	No	N/A	N/A	N/A	Yes	Yes	No	No	



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	HISPANIC OR LATINO		Male										Female						Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific	American Indian or Alaskan Native	Two or more races	Total			
<b>Great Falls</b>																			
<b>Employee Exit Information</b>																			
Workforce at Start of Period	2	0	185	0	0	0	18	1	206	25	0	0	0	1	1	27	233		
New Hires	0	0	37	0	0	6	2	45	3	3	0	0	0	0	1	4	49		
Voluntary Terminations	0	0	36	0	0	4	1	41	3	0	0	0	0	0	0	3	44		
Non-Voluntary Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Eligible for Retirement	0	0	30	0	0	0	1	31	4	0	0	0	0	1	0	5	36		
# Separated within First Year	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	1		
Retired During Period	0	0	5	0	0	0	1	6	1	0	0	0	0	0	0	1	7		
Workforce at Close of Period	2	0	187	0	0	20	3	212	25	0	0	0	0	1	2	28	240		
Retention Rate	100.0%	N/A	84.2%	N/A	N/A	83.3%	100.0%	84.5%	89.3%	N/A	N/A	N/A	N/A	100.0%	100.0%	90.3%	85.1%		
4/5ths Rule (80% of Base)	100.0%	0.0%	84.2%	0.0%	0.0%	83.3%	100.0%	93.6%	89.3%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	100.0%			
Adverse Impact	No	N/A	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	No	No	No		



**Montana Department of Transportation  
Affirmative Action Plan (AAP) - Employee Activity Report 10/01/18 - 09/30/19**

2701 Prospect Ave  
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	HISPANIC OR LATINO		Male								Female								Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific	American Indian or Alaskan Native	Two or more races	Total			
<b>Great Falls</b>																			
<b>Employee Discipline</b>																			
Total Workforce	2	0	187	0	0	0	0	20	3	212	25	0	0	0	1	2	240		
# of Individuals Disciplined	0	0	3	0	0	0	1	0	0	4	1	0	0	0	0	0	5		
# of Disciplinary Actions	0	0	3	0	0	0	1	0	0	4	1	0	0	0	0	0	5		
Rate of Discipline	0.0%	0.0%	1.6%	0.0%	0.0%	0.0%	5.0%	0.0%	0.0%	1.9%	4.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.1%		
4/5ths Rule (80% of Base)	100.0%	100.0%	98.4%	100.0%	100.0%	100.0%	95.0%	100.0%	100.0%	100.0%	96.0%	100.0%	100.0%	100.0%	100.0%	100.0%	98.3%		
Adverse Impact	No	N/A	No	N/A	N/A	N/A	No	No	No	No	No	N/A	N/A	No	No	No	No		



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	HISPANIC OR LATINO		Male										Female						Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Great Falls</b>																			
<b>Employee Demotion</b>																			
Total Workforce	2	0	187	0	0	0	0	20	3	212	25	0	0	1	2	28	240		
# of Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Rate of Demotion	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%		
Adverse Impact	No	N/A	No	N/A	N/A	No	No	No	No	No	No	N/A	N/A	No	No	No	No		





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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Great Falls</b>																			
<b>Employee Layoffs &amp; Recalls</b>																			
Total Workforce	2	0	187	0	0	0	0	20	3	212	25	0	0	1	2	28	240		
Total Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Recalls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Layoff Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Recall Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total								
<b>Information Services</b>																								
<b>Employee Advancement</b>																								
Total Workforce	0	1	36	0	0	0	0	1	0	0	0	0	0	0	0	19	0	0	0	0	0	0	20	57
Career Ladder Promotions	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	3
Competitive Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Temporary Assignment	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Training Assignment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Pay Adjustments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Promotion Selection Rate	0.0%	0.0%	5.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5.3%
4/5ths Rule (80% of Base)	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	92.6%
Adverse Impact	N/A	Yes	No	N/A	N/A	N/A	N/A	Yes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	No	No



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Information Services</b>																			
<b>Employee Exit Information</b>																			
Workforce at Start of Period	0	1	39	0	0	0	0	2	0	41	18	0	0	0	0	0	19	60	
New Hires	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	1	
Voluntary Terminations	0	0	3	0	0	0	1	0	0	4	0	0	0	0	0	0	0	4	
Non-Voluntary Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Eligible for Retirement	0	0	5	0	0	0	0	0	0	5	2	0	0	0	0	0	2	7	
# Separated within First Year	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Retired During Period	0	0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2	
Workforce at Close of Period	0	1	36	0	0	0	1	0	0	37	19	0	0	0	0	0	20	57	
Retention Rate	N/A	100.0%	92.3%	N/A	N/A	N/A	50.0%	N/A	N/A	90.2%	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	93.4%	
4/5ths Rule (80% of Base)	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	54.2%	0.0%	0.0%	90.2%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%		
Adverse Impact	N/A	No	No	N/A	N/A	N/A	Yes	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	No		



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Information Services</b>																			
<b>Employee Discipline</b>																			
Total Workforce	0	1	36	0	0	0	0	1	0	37	19	0	0	0	0	20	57		
# of Individuals Disciplined	0	0	1	0	0	0	0	0	1	1	0	0	0	0	0	0	1		
# of Disciplinary Actions	0	0	2	0	0	0	0	0	2	2	0	0	0	0	0	0	2		
Rate of Discipline	0.0%	0.0%	2.8%	0.0%	0.0%	0.0%	0.0%	0.0%	2.7%	2.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.8%		
4/5ths Rule (80% of Base)	100.0%	100.0%	97.2%	100.0%	100.0%	100.0%	100.0%	100.0%	97.3%	97.3%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%			
Adverse Impact	N/A	No	No	N/A	N/A	N/A	No	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No			



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	HISPANIC OR LATINO		Male								Female								Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific	American Indian or Alaskan Native	Two or more races	Total			
<b>Information Services</b>																			
<b>Employee Demotion</b>																			
Total Workforce	0	1	36	0	0	0	0	1	0	37	19	0	0	0	0	20	57		
# of Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Rate of Demotion	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%		
Adverse Impact	N/A	No	No	N/A	N/A	No	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	No	No		



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	HISPANIC OR LATINO		Male								Female								Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Information Services</b>																			
<b>Employee Layoffs &amp; Recalls</b>																			
Total Workforce	0	1	36	0	0	0	0	1	0	37	19	0	0	0	0	20	57		
Total Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Recalls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Layoff Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Recall Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total					
<b>Maintenance</b>																					
<b>Employee Advancement</b>																					
Total Workforce	0	0	51	0	0	0	0	0	1	52	16	0	0	0	0	1	69				
Career Ladder Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Competitive Promotions	0	0	2	0	0	0	0	0	0	2	3	0	0	0	0	1	6				
Temporary Assignment	0	0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	2				
Training Assignment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Other Pay Adjustments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Promotion Selection Rate	0.0%	0.0%	3.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3.8%	18.8%	0.0%	0.0%	0.0%	0.0%	100.0%	8.7%				
4/5ths Rule (80% of Base)	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	16.2%	18.8%	0.0%	0.0%	0.0%	0.0%	100.0%					
Adverse Impact	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	No					



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	HISPANIC OR LATINO		Male								Female								Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific	American Indian or Alaskan Native	Two or more races	Total			
<b>Maintenance</b>																			
<b>Employee Exit Information</b>																			
Workforce at Start of Period	0	0	52	0	0	0	0	0	1	53	15	0	0	0	0	1	16	69	
New Hires	0	0	4	0	0	0	0	0	0	4	2	0	0	0	0	0	2	6	
Voluntary Terminations	0	0	6	0	0	0	0	0	0	6	1	0	0	0	0	0	1	7	
Non-Voluntary Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Eligible for Retirement	0	0	9	0	0	0	0	0	0	9	3	0	0	0	0	0	3	12	
# Separated within First Year	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Retired During Period	0	0	4	0	0	0	0	0	0	4	0	0	0	0	0	0	0	4	
Workforce at Close of Period	0	0	51	0	0	0	0	1	52	16	16	0	0	0	0	1	17	69	
Retention Rate	N/A	N/A	91.1%	N/A	N/A	N/A	N/A	100.0%	91.2%	94.1%	N/A	N/A	N/A	N/A	100.0%	94.4%	92.0%		
4/5ths Rule (80% of Base)	0.0%	0.0%	91.1%	0.0%	0.0%	0.0%	0.0%	100.0%	96.6%	94.1%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%			
Adverse Impact	N/A	N/A	No	N/A	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	No	No		





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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Maintenance</b>																			
<b>Employee Discipline</b>																			
Total Workforce	0	0	51	0	0	0	0	0	1	52	16	0	0	0	1	17	69		
# of Individuals Disciplined	0	0	3	0	0	0	0	0	0	3	0	0	0	0	0	0	3		
# of Disciplinary Actions	0	0	3	0	0	0	0	0	0	3	0	0	0	0	0	0	3		
Rate of Discipline	0.0%	0.0%	5.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	4.3%		
4/5ths Rule (80% of Base)	100.0%	100.0%	94.1%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	94.2%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%			
Adverse Impact	N/A	N/A	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	No	No			



**Montana Department of Transportation  
Affirmative Action Plan (AAP) - Employee Activity Report 10/01/18 - 09/30/19**

2701 Prospect Ave  
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	HISPANIC OR LATINO		Male								Female								Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Maintenance</b>																			
<b>Employee Demotion</b>																			
Total Workforce	0	0	51	0	0	0	0	0	1	52	16	0	0	0	0	1	69		
# of Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Rate of Demotion	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%		
Adverse Impact	N/A	N/A	No	N/A	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	No	No	No		



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<b>Maintenance</b>																									
<b>Employee Layoffs &amp; Recalls</b>																									
Total Workforce	0	0	51	0	0	0	0	0	0	0	0	0	0	0	0	16	0	0	0	0	0	1	17	69	
Total Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Recalls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Layoff Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Recall Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A



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	HISPANIC OR LATINO		Male								Female								Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Missoula</b>																			
<b>Employee Advancement</b>																			
Total Workforce	7	0	222	0	0	0	0	6	5	240	35	0	0	0	2	37	277		
Career Ladder Promotions	1	0	28	0	0	0	1	0	0	30	1	0	0	0	1	2	32		
Competitive Promotions	3	0	30	0	0	0	2	2	2	37	1	0	0	0	0	1	38		
Temporary Assignment	0	0	8	0	0	0	0	0	0	8	0	0	0	0	0	0	8		
Training Assignment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Other Pay Adjustments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Promotion Selection Rate	57.1%	0.0%	26.1%	0.0%	0.0%	0.0%	50.0%	40.0%	27.9%	5.7%	0.0%	0.0%	0.0%	50.0%	8.1%	25.3%			
4/5ths Rule (80% of Base)	100.0%	0.0%	45.7%	0.0%	0.0%	87.6%	70.1%	100.0%	11.4%	0.0%	0.0%	0.0%	0.0%	100.0%	29.0%				
Adverse Impact	No	N/A	Yes	N/A	N/A	No	Yes	No	Yes	No	Yes	N/A	N/A	No	No	Yes			



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total		
<b>Missoula</b>																		
<b>Employee Exit Information</b>																		
Workforce at Start of Period	6	0	227	0	0	0	0	5	4	242	36	0	0	0	0	2	38	280
New Hires	1	0	81	1	0	0	6	1	90	4	0	0	0	0	0	0	4	94
Voluntary Terminations	0	0	87	0	0	0	4	2	93	6	0	0	0	0	0	0	6	99
Non-Voluntary Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Eligible for Retirement	1	0	36	0	0	0	1	0	38	5	0	0	0	0	0	0	5	43
# Separated within First Year	0	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2
Retired During Period	0	0	16	0	0	0	0	0	16	1	0	0	0	0	0	0	1	17
Workforce at Close of Period	7	0	222	0	0	0	6	5	240	35	0	0	0	0	2	37	277	
Retention Rate	100.0%	N/A	72.1%	N/A	N/A	N/A	54.5%	100.0%	72.3%	87.5%	N/A	N/A	N/A	N/A	100.0%	88.1%	74.1%	
4/5ths Rule (80% of Base)	100.0%	0.0%	72.1%	0.0%	0.0%	0.0%	54.5%	100.0%	82.1%	87.5%	0.0%	0.0%	0.0%	100.0%	100.0%	100.0%		
Adverse Impact	No	N/A	Yes	N/A	N/A	N/A	Yes	No	No	No	N/A	N/A	N/A	N/A	No	No	No	



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<b>Missoula</b>																			
<b>Employee Discipline</b>																			
Total Workforce	7	0	222	0	0	0	0	6	5	240	35	0	0	0	0	37	277		
# of Individuals Disciplined	0	0	10	0	0	0	1	0	0	11	1	0	0	0	0	1	12		
# of Disciplinary Actions	0	0	10	0	0	0	1	0	0	11	1	0	0	0	0	1	12		
Rate of Discipline	0.0%	0.0%	4.5%	0.0%	0.0%	0.0%	16.7%	0.0%	0.0%	4.6%	2.9%	0.0%	0.0%	0.0%	0.0%	2.7%	4.3%		
4/5ths Rule (80% of Base)	100.0%	100.0%	95.5%	100.0%	100.0%	100.0%	83.3%	100.0%	100.0%	98.0%	97.1%	100.0%	100.0%	100.0%	100.0%	100.0%			
Adverse Impact	No	N/A	No	N/A	N/A	No	No	No	No	No	No	N/A	N/A	N/A	No	No			



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<b>Missoula</b>																			
<b>Employee Demotion</b>																			
Total Workforce	7	0	222	0	0	0	6	5	240	35	0	0	0	0	2	37	277		
# of Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Rate of Demotion	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%		
Adverse Impact	No	N/A	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	No	No	No	No		



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<b>Missoula</b>																			
<b>Employee Layoffs &amp; Recalls</b>																			
Total Workforce	7	0	222	0	0	0	0	6	5	240	35	0	0	0	2	37	277		
Total Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Recalls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Layoff Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Recall Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		





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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Motor Carrier Services</b>																			
<b>Employee Advancement</b>																			
Total Workforce	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	15	0	15	35
Career Ladder Promotions	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	0	3	6
Competitive Promotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2	2
Temporary Assignment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Training Assignment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Pay Adjustments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Promotion Selection Rate	0.0%	0.0%	15.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	33.3%	0.0%	33.3%	22.9%
4/5ths Rule (80% of Base)	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	100.0%	
Adverse Impact	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	No	



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Motor Carrier Services</b>																			
<b>Employee Exit Information</b>																			
Workforce at Start of Period	0	0	21	0	0	0	0	0	0	0	0	0	0	0	0	15	36		
New Hires	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	2		
Voluntary Terminations	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	1	3		
Non-Voluntary Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Eligible for Retirement	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	1	4		
# Separated within First Year	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Retired During Period	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1		
Workforce at Close of Period	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	15	35		
Retention Rate	N/A	N/A	90.9%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	93.8%	92.1%		
4/5ths Rule (80% of Base)	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%			
Adverse Impact	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No			



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<b>Motor Carrier Services</b>																				
<b>Employee Discipline</b>																				
Total Workforce	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	15	0	0	15	35
# of Individuals Disciplined	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2	2
# of Disciplinary Actions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	3	3
Rate of Discipline	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	13.3%	0.0%	0.0%	13.3%	5.7%
4/5ths Rule (80% of Base)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	86.7%	100.0%	100.0%	86.7%	
Adverse Impact	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	N/A	N/A	No	



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	HISPANIC OR LATINO		Male								Female								Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total			
<b>Motor Carrier Services</b>																			
<b>Employee Demotion</b>																			
Total Workforce	0	0	20	0	0	0	0	0	0	20	15	0	0	0	0	15	35		
# of Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Rate of Demotion	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
4/5ths Rule (80% of Base)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%		
Adverse Impact	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	No	No	No	N/A	N/A	N/A	N/A	No	No		



**Montana Department of Transportation  
Affirmative Action Plan (AAP) - Employee Activity Report 10/01/18 - 09/30/19**

2701 Prospect Ave  
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[www.mdt.mt.gov](http://www.mdt.mt.gov)

	HISPANIC OR LATINO		Male								Female								Total	
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total				
<b>Motor Carrier Services</b>																				
<b>Employee Layoffs &amp; Recalls</b>																				
Total Workforce	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15	35
Total Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Recalls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Layoff Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Recall Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific	American Indian or Alaskan Native	Two or more races	Total					
<b>Rail, Transit &amp; Planning</b>																					
<b>Employee Advancement</b>																					
Total Workforce	1	0	83	0	0	0	0	1	2	87	38	0	1	0	2	1	42	129			
Career Ladder Promotions	0	0	1	0	0	0	0	0	0	1	1	0	0	0	1	0	2	3			
Competitive Promotions	0	0	6	0	0	0	0	0	0	6	3	0	0	0	0	0	3	9			
Temporary Assignment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Training Assignment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Other Pay Adjustments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Promotion Selection Rate	0.0%	0.0%	8.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	8.0%	10.5%	0.0%	0.0%	0.0%	0.0%	0.0%	11.9%	9.3%			
4/5ths Rule (80% of Base)	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	67.2%	21.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%				
Adverse Impact	Yes	N/A	No	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	N/A	Yes	Yes	Yes	Yes	No	Yes	No		



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific	American Indian or Alaskan Native	Two or more races	Total			
<b>Rail, Transit &amp; Planning</b>																			
<b>Employee Exit Information</b>																			
Workforce at Start of Period	1	0	83	0	0	0	0	1	2	87	36	0	1	0	2	1	40	127	
New Hires	0	0	7	0	0	0	0	0	0	7	8	0	0	0	0	0	8	15	
Voluntary Terminations	0	0	8	0	0	0	0	0	0	8	7	0	0	0	0	0	7	15	
Non-Voluntary Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Eligible for Retirement	0	0	15	0	0	0	0	0	0	15	3	0	0	0	0	0	3	18	
# Separated within First Year	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	1	
Retired During Period	0	0	1	0	0	0	0	0	0	1	2	0	0	0	0	0	2	3	
Workforce at Close of Period	1	0	83	0	0	0	1	2	87	38	0	1	0	2	1	42	129		
Retention Rate	100.0%	N/A	92.2%	N/A	N/A	N/A	100.0%	100.0%	92.6%	86.4%	N/A	100.0%	N/A	100.0%	100.0%	87.5%	90.8%		
4/5ths Rule (80% of Base)	100.0%	0.0%	92.2%	0.0%	0.0%	0.0%	100.0%	100.0%	86.4%	0.0%	100.0%	100.0%	0.0%	100.0%	100.0%	94.5%			
Adverse Impact	No	N/A	No	N/A	N/A	N/A	No	No	No	No	N/A	N/A	N/A	No	No	No	No		



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			0	83	0	0	0	0	1	2	87	38	0	1	0	0	2	1	
<b>Total Workforce</b>	1	0	83	0	0	0	0	1	2	87	38	0	1	0	0	1	42	129	
<b># of Individuals Disciplined</b>	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	1	
<b># of Disciplinary Actions</b>	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	1	
<b>Rate of Discipline</b>	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.6%	0.0%	0.0%	0.0%	0.0%	0.0%	2.4%	0.8%	
<b>4/5ths Rule (80% of Base)</b>	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	97.4%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	97.6%		
<b>Adverse Impact</b>	No	N/A	No	N/A	N/A	N/A	No	No	No	No	No	N/A	N/A	No	No	No	No		

**Rail, Transit & Planning**

**Employee Discipline**





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<b>Rail, Transit &amp; Planning</b>																			
<b>Employee Demotion</b>																			
Total Workforce	1	0	83	0	0	0	0	1	2	87	38	0	1	0	2	1	42	129	
# of Demotions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Rate of Demotion	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
4/5ths Rule (80% of Base)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	
Adverse Impact	No	N/A	No	N/A	N/A	N/A	No	No	No	No	No	N/A	No	N/A	No	No	No	No	



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	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total						
<b>Rail, Transit &amp; Planning</b>																						
<b>Employee Layoffs &amp; Recalls</b>																						
Total Workforce	1	0	83	0	0	0	0	1	2	87	38	0	1	0	2	1	42	129				
Total Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Total Recalls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Layoff Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%			
Recall Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
4/5ths Rule (80% of Base)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
Adverse Impact	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%			



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## Affirmative Action Plan (AAP) - Underutilization Report 10/01/2018 - 09/30/2019

### Administration

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0000956	SHORT TERM WORKER	28.80	N/A	Administrative Support
0000957	STUDENT INTERN	14.42	N/A	Administrative Support
0111217, 0111218	OPERATIONS MGR	45.70 - 54.71	N/A	Officials/Administrators
0111917	PROGRAM MGR	36.31 - 44.99	N/A	Officials/Administrators
0131215, 0131216	PURCHASING AGENT	20.54 - 27.15	N/A	Professionals
0131735	BENEFITS SPC	18.69 - 26.09	Males	Professionals
0131856, 0131857	PROJECT MANAGEMENT SPECIALIST	31.87 - 35.76	N/A	Professionals
0131935	BUSINESS DEVELOPMENT SPECIALIST	22.14	N/A	Professionals
0132115, 0132116, 0132117	ACCOUNTANT	22.22 - 33.64	Males	Professionals
0132316, 0132317	BUDGET ANALYST	25.53 - 34.47	N/A	Professionals
0132916	FINANCIAL SPECIALIST	26.18 - 28.24	Males	Professionals
0132996, 0132997	FINANCIAL OPERATIONS SUP	36.88 - 39.52	N/A	Professionals
0433113	COLLECTIONS TCH	13.70	N/A	Technicians
0433313, 0433314	ACCOUNTING TCH	15.40 - 19.67	Males	Technicians
0436114	ADMINISTRATIVE AST	19.67	N/A	Administrative Support
0439513	MAIL CLERK	13.73	N/A	Administrative Support



# Montana Department of Transportation

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### Aeronautics

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0000956	SHORT TERM WORKER	13.50 - 44.55	N/A	Administrative Support
0000957	STUDENT INTERN	14.42	N/A	Administrative Support
0111218	OPERATIONS MGR	54.17 - 54.71	N/A	Officials/Administrators
0111917	PROGRAM MGR	36.28 - 44.99	Females	Officials/Administrators
0131856	PROJECT MANAGEMENT SPECIALIST	29.29 - 30.59	N/A	Professionals
0132116	ACCOUNTANT	25.68 - 29.60	N/A	Professionals
0332113	FIRE FIGHTER	14.99	N/A	Protective Service
0436114	ADMINISTRATIVE AST	16.29 - 19.67	N/A	Administrative Support
0493114, 0493115	AIRCRAFT MECHANIC	20.36 - 27.28	N/A	Skilled Craft Workers
0532136	AIRCRAFT PILOT	30.13 - 34.17	N/A	Professionals



## Montana Department of Transportation

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## Billings

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0000956	SHORT TERM WORKER	10.45 - 30.75	N/A	Administrative Support
0000957	STUDENT INTERN	13.04 - 14.42	N/A	Administrative Support
0111218	OPERATIONS MGR	54.71	N/A	Officials/Administrators
0119417	ENGINEERING MGR	43.79 - 44.99	Females	Officials/Administrators
0131776	HUMAN RESOURCE SPC	23.84 - 27.35	N/A	Professionals
0131855, 0131856	PROJECT MANAGEMENT SPECIALIST	25.88 - 30.59	N/A	Professionals
0131973, 0131974	RIGHT OF WAY TCH	14.98 - 21.60	N/A	Technicians
0131975, 0131976	RIGHT OF WAY SPC	25.13 - 30.11	Females, Minority Females	Professionals
0131997	BUSINESS OPERATIONS SUPERVISOR	34.91	N/A	Professionals
0132115, 0132116	ACCOUNTANT	24.34 - 29.60	N/A	Professionals
0151416	COMPUTER SUPPORT SPECIALIST	25.93 - 28.50	N/A	Technicians
0171254	SURVEYOR	21.51	N/A	Technicians
0171255, 0171256	SURVEYOR	24.70 - 33.55	N/A	Professionals
0172016, 0172017	ENGINEERING SUPERVISOR MGR	34.48 - 41.03	Females, Minority Females	Professionals
0172515, 0172516	CIVIL ENGINEERING SPC	24.45 - 32.07	Females, Minority Females	Professionals
0172556	ENVIRONMENTAL ENGINEERING SPECIALIST	32.86 - 33.49	N/A	Professionals
0172715, 0172716	MATERIALS LAB SPC	24.70 - 33.55	Females, Minority Females	Professionals
0172915, 0172916	ENGINEERING CONTRACT SPEC	25.61 - 32.07	N/A	Professionals
0173136	DESIGNER	27.02 - 33.62	N/A	Professionals
0173146	DESIGN ENGINEER	27.02	N/A	Professionals



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**Affirmative Action Plan (AAP) - Underutilization Report 10/01/2018 - 09/30/2019**

**Billings**

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0173212, 0173213, 0173214	CIVIL ENGINEERING TCH	10.78 - 24.70	Females	Technicians
0173215	CIVIL ENGINEERING TCH	20.87 - 27.90	Females, Minority Females	Professionals
0173296	UTILITY ENGINEERING SPEC	29.29 - 30.59	N/A	Professionals
0433613	PURCHASING TECHNICIAN	16.67	N/A	Technicians
0436113	ADMINISTRATIVE AST	14.21 - 16.57	Males	Administrative Support
0439612	ADMINISTRATIVE CLERK	12.85 - 14.64	Males	Administrative Support
0471115	CONSTRUCTION TRADES WORKER SUPERVISOR MANAGER	22.61 - 29.31	Females	Skilled Craft Workers
0493044	WORKING SHOP FOREMAN	24.85	N/A	Skilled Craft Workers
0536554, 0536555, 0536556	MOTOR VEHICLE INSPECTORS	19.26 - 34.37	Females	Protective Service
0992205	STOCKPERSON	20.94	N/A	Service/Maintenance
0996307	WORKING SHOP FOREMAN	23.27	N/A	Skilled Craft Workers
0996311	MECHANIC/MACHINIST (MDT)	22.81	Females	Skilled Craft Workers
0998405	STRIPING FOREMAN	22.81	N/A	Skilled Craft Workers
0998510	VEGETATION & NOXIOUS WEED SPRAY FOREMAN	22.34	N/A	Service/Maintenance
0998612	MAINTENANCE CARPENTER	19.69 - 22.81	N/A	Skilled Craft Workers
0998911	MAINTENANCE CREW LEADER	22.81	N/A	Service/Maintenance
0999101, 0999102	SERVICE COMBINATION B	19.27 - 21.41	N/A	Service/Maintenance
0999307, 0999308, 0999309, 0999310	MAINTENANCE TECH IV	17.38 - 21.88	Females	Skilled Craft Workers



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Affirmative Action Plan (AAP) - Underutilization Report 10/01/2018 - 09/30/2019

Butte

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0000956	SHORT TERM WORKER	14.42	N/A	Administrative Support
0000957	STUDENT INTERN	13.04 - 14.42	N/A	Administrative Support
0111218	OPERATIONS MGR	54.71	N/A	Officials/Administrators
0111916	PROGRAM MANAGER	29.64	N/A	Professionals
0111917	PROGRAM MGR	30.26	N/A	Officials/Administrators
0119417	ENGINEERING MGR	44.99	Females	Officials/Administrators
0131776	HUMAN RESOURCE SPC	26.35	N/A	Professionals
0131855, 0131856	PROJECT MANAGEMENT SPECIALIST	25.88 - 30.59	Females, Minority Females	Professionals
0131973, 0131974	RIGHT OF WAY TCH	17.49 - 21.60	N/A	Technicians
0131975, 0131976	RIGHT OF WAY SPC	25.49 - 30.11	N/A	Professionals
0131997	BUSINESS OPERATIONS SUPERVISOR	34.91	N/A	Professionals
0132115, 0132116	ACCOUNTANT	23.60 - 29.60	N/A	Professionals
0151416	COMPUTER SUPPORT SPECIALIST	28.50	N/A	Technicians
0171254	SURVEYOR	20.06 - 21.51	Females	Technicians
0171256	SURVEYOR	32.22 - 33.55	N/A	Professionals
0172016, 0172017	ENGINEERING SUPERVISOR MGR	34.48 - 41.03	Females, Minority Females	Professionals
0172515	CIVIL ENGINEERING SPC	20.87 - 30.59	Females, Minority Females	Professionals
0172556	ENVIRONMENTAL ENGINEERING SPECIALIST	32.03 - 32.86	N/A	Professionals
0172715, 0172716	MATERIALS LAB SPC	24.70 - 33.55	Females, Minority Females	Professionals
0172916	ENGINEERING CONTRACT SPEC	29.22 - 32.07	N/A	Professionals



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Affirmative Action Plan (AAP) - Underutilization Report 10/01/2018 - 09/30/2019

Butte

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0173136	DESIGNER	29.29 - 33.62	Females, Minority Females	Professionals
0173212, 0173213, 0173214	CIVIL ENGINEERING TCH	14.21 - 20.34	Females	Technicians
0173215	CIVIL ENGINEERING TCH	20.27 - 27.90	Females, Minority Females	Professionals
0173296	UTILITY ENGINEERING SPEC	29.79 - 30.59	N/A	Professionals
0436113	ADMINISTRATIVE AST	13.68 - 16.72	Males	Administrative Support
0439612	ADMINISTRATIVE CLERK	10.14 - 14.64	Males	Administrative Support
0471115	CONSTRUCTION TRADES WORKER SUPERVISOR MANAGER	22.61 - 29.31	Minority Males, Females	Skilled Craft Workers
0493044	WORKING SHOP FOREMAN	24.85	N/A	Skilled Craft Workers
0536554, 0536555, 0536556	MOTOR VEHICLE INSPECTORS	18.55 - 34.37	Females	Protective Service
0992205	STOCKPERSON	18.76 - 20.94	N/A	Service/Maintenance
0996307	WORKING SHOP FOREMAN	21.07 - 22.04	N/A	Skilled Craft Workers
0996311	MECHANIC/MACHINIST (MDT)	21.58 - 22.81	Minority Males, Females	Skilled Craft Workers
0998404, 0998405	STRIPING FOREMAN	18.77 - 22.81	Minority Males, Females	Skilled Craft Workers
0998510	VEGETATION & NOXIOUS WEED SPRAY FOREMAN	21.62 - 22.34	Females	Service/Maintenance
0998612	MAINTENANCE CARPENTER	22.58 - 22.81	N/A	Skilled Craft Workers
0998906	LABORER	19.81	N/A	Service/Maintenance
0998911	MAINTENANCE CREW LEADER	22.81 - 25.18	Females	Service/Maintenance
0999101, 0999102	SERVICE COMBINATION B	19.27 - 21.41	Females	Service/Maintenance
0999307, 0999308, 0999309, 0999310	MAINTENANCE TECH IV	17.38 - 21.88	Minority Males, Females	Skilled Craft Workers





# Montana Department of Transportation

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## Affirmative Action Plan (AAP) - Underutilization Report 10/01/2018 - 09/30/2019

### Directors Office

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0000071	DIRECTOR	53.26	N/A	Officials/Administrators
0000956	SHORT TERM WORKER	13.00 - 13.04	N/A	Administrative Support
0000957	STUDENT INTERN	14.42	N/A	Administrative Support
0111217, 0111218, 0111219	OPERATIONS MGR	47.17 - 57.20	N/A	Officials/Administrators
0111917	PROGRAM MGR	44.99 - 45.24	N/A	Officials/Administrators
0111936, 0111937	REGULATORY PROGRAM MGR	33.66 - 47.17	N/A	Officials/Administrators
0113217	COMPUTER INFORMATION SYS	41.71	N/A	Officials/Administrators
0113417	HUMAN RESOURCE MGR	42.23 - 44.99	N/A	Officials/Administrators
0119417	ENGINEERING MGR	45.24	N/A	Officials/Administrators
0131416	COMPLIANCE SPECIALIST	26.92 - 27.18	N/A	Professionals
0131476	EEO SPECIALIST	24.66 - 31.51	Males	Professionals
0131716	COMPENSATION CLASSIFICATION SPECIALIST	27.38 - 34.05	N/A	Professionals
0131756	TRAINING DEVELOPMENT SPC	24.09 - 28.89	N/A	Professionals
0131775, 0131776, 0131777	HUMAN RESOURCE SPECIALIST	21.36 - 30.04	Males	Professionals
0131796	LABOR RELATIONS SPECIALIST	30.76 - 35.75	N/A	Professionals
0131816	MANAGEMENT ANALYST	26.90	N/A	Professionals
0131856, 0131857	PROJECT MANAGEMENT SPECIALIST	32.07 - 40.55	Males	Professionals
0131915	ADMINISTRATIVE SPC	19.97	N/A	Professionals
0131936	BUSINESS DEVELOPEMENT SPECIALIST	23.91 - 27.88	Males	Professionals
0132117	ACCOUNTANT	32.81 - 33.64	N/A	Professionals

APPENDIX F  
Page 7 of 22



# Montana Department of Transportation

## Affirmative Action Plan (AAP) - Underutilization Report 10/01/2018 - 09/30/2019

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### Directors Office

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0132135, 0132136	AUDITOR	20.00 - 36.98	Males	Professionals
0132915	FINANCIAL SPECIALIST	23.99	N/A	Professionals
0151117	COMPUTER SUPERVISOR	39.78	N/A	Professionals
0151416	COMPUTER SUPPORT SPECIALIST	28.50	N/A	Technicians
0151516	COMPUTER SYS ANALYST	31.37 - 37.18	N/A	Professionals
0231118	LAWYER	43.84 - 54.71	Males	Professionals
0232115, 0232116	PARALEGAL LEGAL AST	20.86 - 26.43	N/A	Professionals
0273315, 0273317	PUBLICS RELATIONS SPECIALISTS	18.63 - 35.18	N/A	Professionals
0299116	OCCUPATIONAL HEALTH SAFETY SPECIALIST	25.51 - 28.06	N/A	Professionals
0433334	AUDITING TCH	19.67	N/A	Technicians
0436113	ADMINISTRATIVE AST	16.57	N/A	Administrative Support
0436154	COMPLIANCE TECHNICIAN	16.17	N/A	Technicians
0436214	LEGAL SECRETARY	19.15 - 20.35	N/A	Administrative Support



## Montana Department of Transportation

### Affirmative Action Plan (AAP) - Underutilization Report 10/01/2018 - 09/30/2019

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## Engineering

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0000956	SHORT TERM WORKER	10.45 - 36.44	N/A	Administrative Support
0000957	STUDENT INTERN	13.04 - 14.42	N/A	Administrative Support
0111917	PROGRAM MGR	38.31 - 45.24	N/A	Officials/Administrators
0119417, 0119418	ENGINEERING MGR	44.99 - 49.97	N/A	Officials/Administrators
0131415	COMPLIANCE SPECIALIST	20.04 - 21.37	N/A	Professionals
0131476	EEO SPECIALIST	28.74	N/A	Professionals
0131856, 0131857	PROJECT MANAGEMENT SPECIALIST	31.25 - 41.03	Females, Minority Females	Professionals
0131916	ADMINISTRATIVE SPC	26.74	N/A	Professionals
0131974	RIGHT OF WAY TCH	17.98	N/A	Technicians
0131975, 0131976	RIGHT OF WAY SPC	17.98 - 34.62	Females, Minority Females	Professionals
0131997	BUSINESS OPERATIONS SUPERVISOR	34.91 - 35.81	N/A	Professionals
0132915	FINANCIAL SPECIALIST	20.00 - 22.08	N/A	Professionals
0151516	COMPUTER SYS ANALYST	29.88 - 32.37	N/A	Professionals
0151914	DATA CONTROL TECH	21.99 - 23.80	N/A	Technicians
0152316, 0152317	OPERATIONS RESEARCH ANALYST	28.90 - 35.79	N/A	Professionals
0171236	PHOTOGRAMMETRIST	30.59	N/A	Professionals
0171254	SURVEYOR	20.06 - 21.51	N/A	Technicians
0171255, 0171256	SURVEYOR	24.35 - 35.84	Females, Minority Females	Professionals
0172017	ENGINEERING SUPERVISOR MGR	34.43 - 43.55	Females, Minority Females	Professionals
0172515, 0172516, 0172517	CIVIL ENGINEERING SPC	24.70 - 39.12	Females, Minority Females	Professionals



## Montana Department of Transportation

**Affirmative Action Plan (AAP) - Underutilization Report 10/01/2018 - 09/30/2019**

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### Engineering

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0172537	CIVIL ENGINEER PE	33.38 - 37.31	Females, Minority Females	Professionals
0172715, 0172716	MATERIALS LAB SPC	22.45 - 33.55	Females, Minority Females	Professionals
0172915, 0172916, 0172917	ENGINEERING CONTRACT SPECIALIST	25.35 - 45.24	Females	Professionals
0173112, 0173113	DRAFTER	11.97 - 17.53	N/A	Technicians
0173133, 0173134	DESIGN TECHNICIAN	14.42 - 17.53	N/A	Technicians
0173135, 0173136	DESIGNER	22.52 - 33.62	Females, Minority Females	Professionals
0173212, 0173213	CIVIL ENGINEERING TCH	14.21 - 15.36	N/A	Technicians
0173296	UTILITY ENGINEERING SPEC	30.59	Minority Females	Professionals
0192316	CHEMIST	26.47 - 28.07	N/A	Professionals
0193536	TRANSPORTATION PLANNER	30.65	N/A	Professionals
0254216	LIBRARIAN	24.26	N/A	Professionals
0274215	PHOTOGRAPHER	19.77	N/A	Professionals
0436113, 0436114	ADMINISTRATIVE AST	13.68 - 19.67	N/A	Administrative Support
0436154	COMPLIANCE TECHNICIAN	16.17 - 19.67	N/A	Technicians
0471136	DRILL SUPMGR	28.95 - 29.24	N/A	Skilled Craft Workers
0475214, 0475215	DRILL OPERATOR	18.72 - 24.76	Minority Males	Skilled Craft Workers
0519612, 0519613, 0519614	MATERIALS INSPECTION TCH	10.59 - 22.00	Minority Males	Skilled Craft Workers



## Montana Department of Transportation

### Affirmative Action Plan (AAP) - Underutilization Report 10/01/2018 - 09/30/2019

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### Glendive

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0000956	SHORT TERM WORKER	18.30	N/A	Administrative Support
0000957	STUDENT INTERN	13.04 - 14.42	N/A	Administrative Support
0111218	OPERATIONS MGR	54.71	N/A	Officials/Administrators
0119417	ENGINEERING MGR	44.05 - 44.99	Females	Officials/Administrators
0131776	HUMAN RESOURCE SPC	23.84 - 27.62	N/A	Professionals
0131855, 0131856	PROJECT MANAGEMENT SPECIALIST	23.19 - 35.84	N/A	Professionals
0131973, 0131974	RIGHT OF WAY TCH	15.54 - 20.89	N/A	Technicians
0131975, 0131976	RIGHT OF WAY SPC	25.49 - 29.31	N/A	Professionals
0131997	BUSINESS OPERATIONS SUPERVISOR	34.91	N/A	Professionals
0132115, 0132116	ACCOUNTANT	20.00 - 29.60	Minority Females	Professionals
0151416	COMPUTER SUPPORT SPECIALIST	29.63	N/A	Technicians
0171254	SURVEYOR	19.33 - 21.29	N/A	Technicians
0171255, 0171256	SURVEYOR	23.19 - 35.84	Females, Minority Females	Professionals
0172016, 0172017	ENGINEERING SUPERVISOR MGR	30.08 - 41.03	Females, Minority Females	Professionals
0172515, 0172516	CIVIL ENGINEERING SPC	20.27 - 32.07	Females	Professionals
0172556	ENVIRONMENTAL ENGINEERING SPECIALIST	32.86	N/A	Professionals
0172715, 0172716	MATERIALS LAB SPC	24.70 - 33.55	Females, Minority Females	Professionals
0172915, 0172916	ENGINEERING CONTRACT SPEC	25.61 - 32.07	N/A	Professionals
0173135, 0173136	DESIGNER	23.45 - 33.62	Minority Females	Professionals
0173212, 0173213, 0173214	CIVIL ENGINEERING TCH	10.78 - 24.70	Females	Technicians



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Affirmative Action Plan (AAP) - Underutilization Report 10/01/2018 - 09/30/2019

Glendive

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0173215	CIVIL ENGINEERNG TCH	21.16 - 27.90	Females, Minority Females	Professionals
0173296	UTILITY ENGINEERING SPEC	27.83 - 30.59	N/A	Professionals
0433613	PURCHASING TECHNICIAN	17.21	N/A	Technicians
0436113	ADMINISTRATIVE AST	13.28 - 18.80	Males	Administrative Support
0439612	ADMINISTRATIVE CLERK	10.14 - 14.64	Males	Administrative Support
0471115	CONSTRUCTION TRADES WORKER SUPERVISOR MANAGER	21.95 - 29.31	Minority Males, Females	Skilled Craft Workers
0493044	WORKING SHOP FOREMAN	24.85	Minority Males, Females	Skilled Craft Workers
0536554, 0536555, 0536556	MOTOR VEHICLE INSPECTORS	16.23 - 34.37	Minority Males, Minority Females	Protective Service
0992205	STOCKPERSON	19.73 - 20.94	Females	Service/Maintenance
0996307	WORKING SHOP FOREMAN	20.15 - 22.04	N/A	Skilled Craft Workers
0996311	MECHANIC/MACHINIST (MDT)	19.69 - 22.81	Females	Skilled Craft Workers
0998405	STRIPING FOREMAN	22.08 - 22.81	N/A	Skilled Craft Workers
0998612	MAINTENANCE CARPENTER	19.69 - 22.81	Minority Males, Females	Skilled Craft Workers
0998911	MAINTENANCE CREW LEADER	19.69 - 22.81	Females	Service/Maintenance
0999102	SERVICE COMBINATION B	21.20 - 21.41	Females	Service/Maintenance
0999307, 0999308, 0999309, 0999310	MAINTENANCE TECH IV	17.38 - 21.88	Minority Males, Females	Skilled Craft Workers



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Affirmative Action Plan (AAP) - Underutilization Report 10/01/2018 - 09/30/2019

Great Falls

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0000956	SHORT TERM WORKER	18.30 - 21.58	N/A	Administrative Support
0000957	STUDENT INTERN	13.04 - 14.42	N/A	Administrative Support
0111218	OPERATIONS MGR	54.17 - 54.71	N/A	Officials/Administrators
0119417	ENGINEERING MGR	44.99	Females	Officials/Administrators
0131776	HUMAN RESOURCE SPC	27.62	N/A	Professionals
0131856	PROJECT MANAGEMENT SPECIALIST	29.79	N/A	Professionals
0131973	RIGHT OF WAY TCH	17.49	N/A	Technicians
0131976	RIGHT OF WAY SPC	29.81 - 30.11	N/A	Professionals
0131997	BUSINESS OPERATIONS SUPERVISOR	34.91	N/A	Professionals
0132115, 0132116	ACCOUNTANT	20.86 - 29.60	N/A	Professionals
0151414, 0151416	COMPUTER SUPPORT SPECIALIST	20.00 - 28.50	N/A	Technicians
0171254	SURVEYOR	21.51	N/A	Technicians
0171255, 0171256	SURVEYOR	25.61 - 35.05	N/A	Professionals
0172016, 0172017	ENGINEERING SUPERVISOR MGR	34.48 - 41.03	Females, Minority Females	Professionals
0172515	CIVIL ENGINEERING SPC	20.87 - 30.59	Females, Minority Females	Professionals
0172556	ENVIRONMENTAL ENGINEERING SPECIALIST	32.86	N/A	Professionals
0172715, 0172716	MATERIALS LAB SPC	25.53 - 33.55	Minority Females	Professionals
0172916	ENGINEERING CONTRACT SPEC	30.75 - 32.07	N/A	Professionals
0173135, 0173136	DESIGNER	23.45 - 33.62	Minority Females	Professionals
0173212, 0173213, 0173214	CIVIL ENGINEERING TCH	11.10 - 20.34	Minority Males, Females, Minority	Technicians



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Affirmative Action Plan (AAP) - Underutilization Report 10/01/2018 - 09/30/2019

Great Falls

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0173215	CIVIL ENGINEERING TCH	23.19 - 27.90	Females	
0173296	UTILITY ENGINEERING SPEC	30.59	Females, Minority Females	Professionals
0299116	OCCUPATIONAL HEALTH SAFETY SPECIALIST	26.78	N/A	Professionals
0436113	ADMINISTRATIVE AST	15.40 - 16.57	N/A	Professionals
0439612	ADMINISTRATIVE CLERK	12.85 - 14.64	N/A	Administrative Support
0471115	CONSTRUCTION TRADES WORKER SUPERVISOR MANAGER	21.95 - 29.31	Males, Females	Skilled Craft Workers
0493044	WORKING SHOP FOREMAN	24.85	Females	Skilled Craft Workers
0536554, 0536555, 0536556	MOTOR VEHICLE INSPECTORS	16.72 - 34.37	N/A	Protective Service
0992205	STOCKPERSON	20.94	N/A	Service/Maintenance
0996311	MECHANIC/MACHINIST (MDT)	19.69 - 22.81	Females	Skilled Craft Workers
0998404, 0998405	STRIPING FOREMAN	19.69 - 22.81	N/A	Skilled Craft Workers
0998612	MAINTENANCE CARPENTER	22.58 - 22.81	N/A	Skilled Craft Workers
0998911	MAINTENANCE CREW LEADER	22.08 - 22.81	Females	Service/Maintenance
0999101	SERVICE COMBINATION A	18.30 - 20.47	N/A	Service/Maintenance
0999307, 0999308, 0999309, 0999310	MAINTENANCE TECH IV	17.38 - 21.88	Males, Females	Skilled Craft Workers





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### Affirmative Action Plan (AAP) - Underutilization Report 10/01/2018 - 09/30/2019

### Information Services

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0000956	SHORT TERM WORKER	15.14 - 35.99	N/A	Administrative Support
0000957	STUDENT INTERN	14.42	N/A	Administrative Support
0111217, 0111218	OPERATIONS MGR	45.20 - 54.71	N/A	Officials/Administrators
0113217	COMPUTER INFORMATION SYS	43.55 - 44.99	N/A	Officials/Administrators
0131215	PURCHASING AGENT	22.79	N/A	Professionals
0131236	PROGRAM SPECIALIST	30.38	N/A	Professionals
0151116, 0151117	COMPUTER SUPERVISOR	32.02 - 42.41	N/A	Professionals
0151215, 0151216	COMPUTER PROGRAMMER	23.56 - 29.52	N/A	Professionals
0151295	WEB DEVELOPER	24.45	N/A	Professionals
0151414, 0151416	COMPUTER SUPPORT SPECIALIST	17.24 - 28.50	N/A	Technicians
0151516, 0151517	COMPUTER SYS ANALYST	29.88 - 40.55	Females	Professionals
0151616, 0151617	DATABASE ANALYST	29.04 - 40.55	N/A	Professionals
0151737	COMPUTER SECURITY SPECIALIST	39.82	N/A	Professionals
0151816, 0151817	NETWORK SYSTEMS ANALYST	27.69 - 38.64	Females	Professionals
0152316	OPERATIONS RESEARCH ANALYST	28.90	N/A	Professionals
0436134	RECORDS MANAGEMENT AST	19.67	N/A	Technicians
0511116	PRINTNG DUPLICATNG SVC SU	27.99	N/A	Skilled Craft Workers
0515234	LITHOGRAPHIC PRESS OPERATOR	18.31	N/A	Skilled Craft Workers
0998403	PAINTER SIGN SHOP	21.88	N/A	Skilled Craft Workers



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## Affirmative Action Plan (AAP) - Underutilization Report 10/01/2018 - 09/30/2019

### Maintenance

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0000956	SHORT TERM WORKER	18.35 - 19.54	N/A	Administrative Support
0000957	STUDENT INTERN	13.04 - 14.42	N/A	Administrative Support
0111218	OPERATIONS MGR	49.66 - 54.71	N/A	Officials/Administrators
0111917	PROGRAM MGR	32.74 - 44.99	Females	Officials/Administrators
0119417	ENGINEERING MGR	40.27 - 44.99	N/A	Officials/Administrators
0131236	PROGRAM SPECIALIST	26.35	N/A	Professionals
0131535	EMERGENCY MANAGEMENT SPECIALIST	21.26	N/A	Professionals
0131857	PROJECT MANAGEMENT SPECIALIST	37.31 - 41.03	Females	Professionals
0131915	ADMINISTRATIVE SPC	20.75	N/A	Professionals
0132997	FINANCIAL OPERATIONS SUP	39.19	N/A	Professionals
0151415, 0151416	COMPUTER SUPPORT SPECIALIST	23.80 - 28.50	N/A	Technicians
0172016	ENGINEERING SUPERVISOR MGR	35.48 - 35.84	N/A	Professionals
0172437	ELECTRONICS ENGINEER	38.53	N/A	Professionals
0194613	PLANNINGAIDE	14.95	N/A	Technicians
0273315, 0273316	PUBLIC RELATIONS SPC	20.77 - 25.20	N/A	Professionals
0436113	ADMINISTRATIVE AST	16.57	N/A	Administrative Support
0491115	MECHANIC MAINTENANCE SUPM	27.96 - 29.31	N/A	Service/Maintenance
0492235, 0492236	COMMUNICATIONS TCG	26.84 - 30.78	Minority Males	Skilled Craft Workers
0493044	WORKING SHOP FOREMAN	24.85	N/A	Skilled Craft Workers
0511135	PRODUCTION SERVICES SUPV/MGR	26.68	N/A	Skilled Craft Workers



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## Affirmative Action Plan (AAP) - Underutilization Report 10/01/2018 - 09/30/2019

### Maintenance

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0992205	STOCKPERSON	19.73 - 20.94	N/A	Service/Maintenance
0996311	MECHANIC/MACHINIST (MDT)	22.58 - 22.81	Minority Males	Skilled Craft Workers
0998403	PAINTER SIGN SHOP	19.69 - 21.88	N/A	Skilled Craft Workers
0998612	MAINTENANCE CARPENTER	20.61 - 22.81	Minority Males	Skilled Craft Workers
0998911	MAINTENANCE CREW LEADER	22.58	N/A	Service/Maintenance
0998918	FACILITY TECHNICIAN	18.76 - 20.94	N/A	Service/Maintenance
0998950, 0998952	CUSTODIAN CREW LEADER	17.38 - 20.47	Females	Service/Maintenance
0999101, 0999102	SERVICE COMBINATION B	20.47 - 21.41	N/A	Service/Maintenance
0999112	MOTOR POOL CREW LEADER	21.41	N/A	Service/Maintenance



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## Affirmative Action Plan (AAP) - Underutilization Report 10/01/2018 - 09/30/2019

### Missoula

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0000956	SHORT TERM WORKER	12.85 - 22.58	N/A	Administrative Support
0000957	STUDENT INTERN	14.42	N/A	Administrative Support
0111218	OPERATIONS MGR	54.71	N/A	Officials/Administrators
0119417	ENGINEERING MGR	41.47 - 44.99	Females	Officials/Administrators
0131776	HUMAN RESOURCE SPC	23.90 - 27.62	N/A	Professionals
0131855, 0131856	PROJECT MANAGEMENT SPECIALIST	25.88 - 30.59	N/A	Professionals
0131975, 0131976	RIGHT OF WAY SPC	25.24 - 30.11	N/A	Professionals
0131997	BUSINESS OPERATIONS SUPERVISOR	34.91	N/A	Professionals
0132115, 0132116	ACCOUNTANT	24.10 - 29.60	N/A	Professionals
0151416	COMPUTER SUPPORT SPECIALIST	29.63	N/A	Technicians
0171255, 0171256	SURVEYOR	25.61 - 33.55	Females, Minority Females	Professionals
0172016, 0172017	ENGINEERING SUPERVISOR MGR	30.08 - 41.03	Females, Minority Females	Professionals
0172515, 0172516	CIVIL ENGINEERNG SPC	23.95 - 32.07	Females, Minority Females	Professionals
0172556	ENVIRONMENTAL ENGINEERING SPECIALIST	32.86 - 33.99	N/A	Professionals
0172715, 0172716	MATERIALS LAB SPC	25.53 - 33.55	Minority Females	Professionals
0172915, 0172916	ENGINEERING CONTRACT SPEC	24.70 - 32.07	Minority Females	Professionals
0173135, 0173136	DESIGNER	25.88 - 33.62	Minority Females	Professionals
0173212, 0173213, 0173214	CIVIL ENGINEERNG TCH	11.10 - 20.34	Females	Technicians
0173215	CIVIL ENGINEERNG TCH	23.45 - 27.90	Females, Minority Females	Professionals
0173296	UTILITY ENGINEERING SPEC	30.59	N/A	Professionals



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Affirmative Action Plan (AAP) - Underutilization Report 10/01/2018 - 09/30/2019

Missoula

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0192415	ENVIRONMENTAL SCIENCE SPECIALIST	30.14	N/A	Professionals
0299116	OCCUPATIONAL HEALTH SAFETY SPECIALIST	26.78	N/A	Professionals
0433613	PURCHASING TECHNICIAN	17.21	N/A	Technicians
0436113	ADMINISTRATIVE AST	13.28 - 18.22	N/A	Administrative Support
0439612	ADMINISTRATIVE CLERK	10.14 - 14.64	N/A	Administrative Support
0471115	CONSTRUCTION TRADES WORKER SUPERVISOR MANAGER	22.61 - 29.31	Females	Skilled Craft Workers
0493044	WORKING SHOP FOREMAN	24.85	N/A	Skilled Craft Workers
0536554, 0536555, 0536556	MOTOR VEHICLE INSPECTORS	18.35 - 34.37	Females	Protective Service
0992205	STOCKPERSON	20.94	N/A	Service/Maintenance
0996311	MECHANIC/MACHINIST (MDT)	19.69 - 22.81	Females	Skilled Craft Workers
0998404, 0998405	STRIPING FOREMAN	20.66 - 22.81	Females	Skilled Craft Workers
0998510	VEGETATION & NOXIOUS WEED SPRAY FOREMAN	19.23 - 22.34	N/A	Service/Maintenance
0998612	MAINTENANCE CARPENTER	20.61 - 22.81	N/A	Skilled Craft Workers
0998911	MAINTENANCE CREW LEADER	21.58 - 22.81	N/A	Service/Maintenance
0999101, 0999102	SERVICE COMBINATION B	18.30 - 21.41	Females	Service/Maintenance
0999307, 0999308, 0999309, 0999310	MAINTENANCE TECH IV	17.38 - 21.88	Females	Skilled Craft Workers



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## Affirmative Action Plan (AAP) - Underutilization Report 10/01/2018 - 09/30/2019

### Motor Carrier Services

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0111218	OPERATIONS MGR	54.71	N/A	Officials/Administrators
0111936, 0111937	REGULATORY PROGRAM MGR	31.94 - 44.99	Females	Officials/Administrators
0131416	COMPLIANCE SPECIALIST	26.42 - 28.49	N/A	Professionals
0131455	LICENSE EXAMINER SPECIALIST	20.61	N/A	Professionals
0131856	PROJECT MANAGEMENT SPECIALIST	32.40 - 32.69	N/A	Professionals
0131935	BUSINESS DEVELOPMENT SPECIALIST	23.36	N/A	Professionals
0131995	BUSINESS OPERATIONS SUPERVISOR	24.25	N/A	Professionals
0132116	ACCOUNTANT	25.68 - 29.60	N/A	Professionals
0151415	COMPUTER SUPPORT SPC	23.80	N/A	Technicians
0152316	OPERATIONS RESEARCH ANALYST	31.97	N/A	Professionals
0173334	INSTRUMENT CALIBRATION TECH	24.31	N/A	Technicians
0434313, 0434314	LICENSE PERMIT TCH	16.17 - 19.67	N/A	Technicians
0436113, 0436114	ADMINISTRATIVE AST	16.57 - 19.67	N/A	Administrative Support
0536555	MOTOR VEHICLE SAFETY INS	17.15 - 23.53	N/A	Protective Service



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Affirmative Action Plan (AAP) - Underutilization Report 10/01/2018 - 09/30/2019

Rail, Transit & Planning

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0000956	SHORT TERM WORKER	16.62 - 32.74	N/A	Administrative Support
0000957	STUDENT INTERN	13.04 - 14.42	N/A	Administrative Support
0111218	OPERATIONS MGR	54.71	N/A	Officials/Administrators
0111917	PROGRAM MGR	40.22 - 49.34	N/A	Officials/Administrators
0119417	ENGINEERING MGR	44.99 - 45.24	N/A	Officials/Administrators
0119717	ENVIRONMENTAL PROGRAM MGR	39.12	N/A	Officials/Administrators
0131856	PROJECT MANAGEMENT SPECIALIST	32.07	N/A	Professionals
0132117	ACCOUNTANT	28.80 - 33.64	N/A	Professionals
0151516	COMPUTER SYS ANALYST	32.69	N/A	Professionals
0172017	ENGINEERING SUPERVISOR MGR	39.12 - 41.85	Females, Minority Females	Professionals
0172436	ELECTRONIC ENGINEER	32.71	N/A	Professionals
0172515, 0172516, 0172517	CIVIL ENGINEERNG SPC	23.19 - 37.31	Females	Professionals
0172537	CIVIL ENGINEER PE	35.58	N/A	Professionals
0172556	ENVIRONMENTAL ENGINEERING SPECIALIST	32.86	N/A	Professionals
0173112	DRAFTER	13.53	N/A	Technicians
0173133, 0173134	DESIGN TECHNICIAN	17.53 - 21.31	N/A	Technicians
0173135, 0173136	DESIGNER	23.45 - 33.62	Females, Minority Females	Professionals
0173213, 0173214	CIVIL ENGINEERNG TCH	14.42 - 20.14	N/A	Technicians
0192417	ENVIRONMENTAL SCIENCE SPC	28.57 - 32.82	Females, Minority Females	Professionals
0193535, 0193536, 0193537	TRANSPORTATION PLANNING MANAGER	19.39 - 39.94	Females, Minority Females	Professionals



Montana Department of Transportation

Affirmative Action Plan (AAP) - Underutilization Report 10/01/2018 - 09/30/2019

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Rail, Transit & Planning

Job Code	Job Title	Pay Range	Underutilized	EEO Category
0194614	PLANNING TCH	19.34 - 20.04	Males	Technicians
0273317	PUBLICS RELATIONS SPECIALISTS	35.18	N/A	Professionals
0433314	ACCOUNTING TCH	19.48	N/A	Technicians
0436113, 0436114	ADMINISTRATIVE AST	13.68 - 19.67	N/A	Administrative Support
0492955	ELECTRONIC REPAIR TCG	25.93	N/A	Skilled Craft Workers



**MDT Job Codes**  
Generated on: November 26, 2018

<b>EEO Category</b>	<b>Job Code</b>	<b>Job Title</b>
Officials/Administrators	71	DIRECTOR
Administrative Support	956	SHORT TERM WORKER
Administrative Support	957	STUDENT INTERN
Officials/Administrators	111217	OPERATIONS MGR
Officials/Administrators	111218	OPERATIONS MGR
Officials/Administrators	111219	OPERATIONS MGR
Professionals	111916	PROGRAM MANAGER
Officials/Administrators	111917	PROGRAM MGR
Officials/Administrators	111936	REGULATORY PROGRAM MGR
Officials/Administrators	111937	REGULATORY PROGRAM MGR
Officials/Administrators	113217	COMPUTER INFORMATION SYS
Officials/Administrators	113417	HUMAN RESOURCE MGR
Officials/Administrators	119417	ENGINEERING MGR
Officials/Administrators	119418	ENGINEERING MGR
Officials/Administrators	119717	ENVIRONMENTAL PROGRAM MGR
Professionals	131215	PURCHASING AGENT
Professionals	131216	PURCHASING AGENT
Professionals	131236	PROGRAM SPECIALIST
Professionals	131415	COMPLIANCE SPECIALIST
Professionals	131416	COMPLIANCE SPECIALIST
Professionals	131455	LICENSE EXAMINER SPECIALIST
Professionals	131476	EEO SPECIALIST
Professionals	131535	EMERGENCY MANAGEMENT SPECIALIST
Professionals	131716	COMPENSATION CLASSIFICATION SPECIALIST
Professionals	131735	BENEFITS SPC
Professionals	131756	TRAINING DEVELOPMENT SPC
Professionals	131775	HUMAN RESOURCE SPC
Professionals	131776	HUMAN RESOURCE SPC
Professionals	131777	HUMAN RESOURCE SPECIALIST
Professionals	131796	LABOR RELATIONS SPECIALIST
Professionals	131816	MANAGEMENT ANALYST
Professionals	131855	PROJECT MANAGEMENT SPECIALIST
Professionals	131856	PROJECT MANAGEMENT SPECIALIST
Professionals	131857	PROJECT MANAGEMENT SPECIALIST
Professionals	131915	ADMINISTRATIVE SPC
Professionals	131916	ADMINISTRATIVE SPC

<b>EEO Category</b>	<b>Job Code</b>	<b>Job Title</b>	<b>APPENDIX G Page 2 of 5</b>
Professionals	131935	BUSINESS DEVELOPMENT SPECIALIST	
Professionals	131936	BUSINESS DEVELOPEMENT SPECIALIST	
Technicians	131973	RIGHT OF WAY TCH	
Technicians	131974	RIGHT OF WAY TCH	
Professionals	131975	RIGHT OF WAY SPC	
Professionals	131976	RIGHT OF WAY SPC	
Professionals	131995	BUSINESS OPERATIONS SUPERVISOR	
Professionals	131997	BUSINESS OPERATIONS SUPERVISOR	
Professionals	132115	ACCOUNTANT	
Professionals	132116	ACCOUNTANT	
Professionals	132117	ACCOUNTANT	
Professionals	132135	AUDITOR	
Professionals	132136	AUDITOR	
Professionals	132316	BUDGET ANALYST	
Professionals	132317	BUDGET ANALYST	
Professionals	132915	FINANCIAL SPECIALIST	
Professionals	132916	FINANCIAL SPECIALIST	
Professionals	132996	FINANACIAL OPERATIONS SUP	
Professionals	132997	FINANCIAL OPERATIONS SUP	
Professionals	151116	COMPUTER SUP	
Professionals	151117	COMPUTER SUPERVISOR	
Professionals	151215	COMPUTER PROGRAMMER	
Professionals	151216	COMPUTER PROGRAMMER	
Professionals	151295	WEB DEVELOPER	
Technicians	151414	COMPUTER SUPPORT TCH	
Technicians	151415	COMPUTER SUPPORT SPC	
Technicians	151416	COMPUTER SUPPORT SPECIALIST	
Professionals	151516	COMPUTER SYS ANALYST	
Professionals	151517	COMPUTER SYS ANALYST	
Professionals	151616	DATABASE ANALYST	
Professionals	151617	DATABASE ANALYST	
Professionals	151737	COMPUTER SECURITY SPECIALIST	
Professionals	151816	NETWORK SYS ANALYST	
Professionals	151817	NETWORK SYSTEMS ANALYST	
Technicians	151914	DATA CONTROL TECH	
Professionals	152316	OPERATIONS RESEARCH ANALYST	
Professionals	152317	OPERATIONS RESEARCH ANALYST	
Professionals	171236	PHOTOGRAMMETRIST	

Technicians	171254	SURVEYOR
Professionals	171255	SURVEYOR
Professionals	171256	SURVEYOR
Professionals	172016	ENGINEERING SUPERVISOR MGR
Professionals	172017	ENGINEERING SUPERVISOR MGR
Professionals	172436	ELECTRONIC ENGINEER
Professionals	172437	ELECTRONICS ENGINEER
Professionals	172515	CIVIL ENGINEERNG SPC
Professionals	172516	CIVIL ENGINEERNG SPC
Professionals	172517	CIVIL ENGINEERNG SPC
Professionals	172537	CIVIL ENGINEER PE
Professionals	172556	ENVIRONMENTAL ENGINEERING SPECIALIST
Professionals	172715	MATERIALS LAB SPC
Professionals	172716	MATERIALS LAB SPC
Professionals	172915	ENGINEERING CONTRACT SPECIALIST
Professionals	172916	ENGINEERING CONTRACT SPEC
Professionals	172917	ENGINEERING CONTRACT SPECIALIST
Technicians	173112	DRAFTER
Technicians	173113	DRAFTER
Technicians	173133	DESIGN TECHNICIAN
Technicians	173134	DESIGN TECHNICIAN
Professionals	173135	DESIGNER
Professionals	173136	DESIGNER
Professionals	173146	DESIGN ENGINEER
Technicians	173212	CIVIL ENGINEERNG TECHNICIAN
Technicians	173213	CIVIL ENGINEERNG TCH
Technicians	173214	CIVIL ENGINEERNG TCH
Professionals	173215	CIVIL ENGINEERNG TCH
Professionals	173296	UTILITY ENGINEERING SPEC
Technicians	173334	INSTRUMENT CALIBRATION TECH
Professionals	192316	CHEMIST
Professionals	192415	ENVIRONMENTAL SCIENCE SPECIALIST
Professionals	192417	ENVIRONMENTAL SCIENCE SPC
Professionals	193535	TRANSPORTATION PLANNER
Professionals	193536	TRANSPORTATION PLANNER
Professionals	193537	TRANSPORTATION PLANNING MANAGER
Technicians	194613	PLANNINGAIDE
Technicians	194614	PLANNING TCH

Professionals	231118	LAWYER	
Professionals	232115	PARALEGAL LEGAL AST	
Professionals	232116	PARALEGAL LEGAL AST	
Professionals	254216	LIBRARIAN	
Professionals	273315	PUBLIC RELATIONS SPC	
Professionals	273316	PUBLIC RELATIONS SPC	
Professionals	273317	PUBLICS RELATIONS SPECIALISTS	
Professionals	274215	PHOTOGRAPHER	
Professionals	299116	OCCUPATIONAL HEALTH SAFETY SPECIALIST	
Protective Services	332113	FIRE FIGHTER	
Technicians	433113	COLLECTIONS TCH	
Technicians	433313	ACCOUNTING TCH	
Technicians	433314	ACCOUNTING TCH	
Technicians	433334	AUDITING TCH	
Technicians	433613	PURCHASING TECHNICIAN	
Technicians	434313	LICENSE PERMIT TCH	
Technicians	434314	LICENSE PERMIT TCH	
Administrative Support	436113	ADMINISTRATIVE AST	
Administrative Support	436114	ADMINISTRATIVE AST	
Technicians	436134	RECORDS MANAGEMENT AST	
Technicians	436154	COMPLIANCE TECHNICIAN	
Administrative Support	436214	LEGAL SECRETARY	
Administrative Support	439513	MAIL CLERK	
Administrative Support	439612	ADMINISTRATIVE CLERK	
Skilled Craft Workers	471115	CONSTRUCTION TRADES WORKER SUPERVISOR MANAGER	
Skilled Craft Workers	471136	DRILL SUPMGR	
Skilled Craft Workers	475214	DRILL OPERATOR	
Skilled Craft Workers	475215	DRILL OPERATOR	
Service/Maintenance	491115	MECHANIC MAINTENANCE SUPM	
Skilled Craft Workers	492235	COMMUNICATIONS TCG	
Skilled Craft Workers	492236	COMMUNICATIONS TCG	
Skilled Craft Workers	492955	ELECTRONIC REPAIR TCG	
Skilled Craft Workers	493114	AIRCRAFT MECHANIC	
Skilled Craft Workers	493115	AIRCRAFT MECHANIC	
Skilled Craft Workers	493314	WORKING SHOP FOREMAN	
Skilled Craft Workers	511116	PRINTNG DUPLICATNG SVC SU	
Skilled Craft Workers	511135	PRODUCTION SERVICES SUPV/MGR	
Skilled Craft Workers	515234	LITHOGRAPHIC PRESS OPERATOR	

Skilled Craft Workers	519612	MATERIALS INSPECTION AIDE
Skilled Craft Workers	519613	MATERIALS INSPECTION AIDE
Skilled Craft Workers	519614	MATERIALS INSPECTION TCH
Professionals	532136	AIRCRAFT PILOT
Protective Services	536554	MOTOR VEHICLE SAFETY INSPECTOR
Protective Services	536555	MOTOR VEHICLE SAFETY INS
Protective Services	536556	MOTOR VEHICLE INSPECTORS
Service/Maintenance	992205	STOCKPERSON
Skilled Craft Workers	996307	WORKING SHOP FOREMAN
Skilled Craft Workers	996311	MECHANIC/MACHINIST (MDT)
Skilled Craft Workers	998403	PAINTER SIGN SHOP
Skilled Craft Workers	998404	STRIPING MACHINE OPERATOR/DRIVER
Skilled Craft Workers	998405	STRIPING FOREMAN
Service/Maintenance	998510	VEGETATION & NOXIOUS WEED SPRAY FOREMAN
Skilled Craft Workers	998612	MAINTENANCE CARPENTER
Service/Maintenance	998906	LABORER
Service/Maintenance	998911	MAINTENANCE CREW LEADER
Service/Maintenance	998918	FACILITY TECHNICIAN
Service/Maintenance	998950	CUSTODIAN
Service/Maintenance	998952	CUSTODIAN CREW LEADER
Service/Maintenance	999101	SERVICE COMBINATION A
Service/Maintenance	999102	SERVICE COMBINATION B
Service/Maintenance	999112	MOTOR POOL CREW LEADER
Skilled Craft Workers	999307	MAINTENANCE TECHNICIAN I
Skilled Craft Workers	999308	MAINTENANCE TECHNICIAN II
Skilled Craft Workers	999309	MAINTENANCE TECHNICIAN III
Skilled Craft Workers	999310	MAINTENANCE TECH IV



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Affirmative Action Plan - Work Force Analysis Report 10/01/18 - 09/30/19

Administration

EEO Category		Employees Needed for Parity														Total Col A-N	
		RACE/ETHNICITY															
		HISPANIC OR LATINO		Male							Female						
Male	Female	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Technicians	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Professionals	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	3
Officials/Administrators	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



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Affirmative Action Plan - Work Force Analysis Report 10/01/18 - 09/30/19

Aeronautics

EEO Category		Employees Needed for Parity														Total Col A-N	
		RACE/ETHNICITY															
		HISPANIC OR LATINO		Male							Female						
Male	Female	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Skilled Craft Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Officials/Administrators	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Administrative Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



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Affirmative Action Plan - Work Force Analysis Report 10/01/18 - 09/30/19

Billings

EEO Category		Employees Needed for Parity																	Total Col A-N
		RACE/ETHNICITY																	
		HISPANIC OR LATINO		Male								NON-HISPANIC OR LATINO							
Male	Female	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O			
Technicians	0	0	0	0	0	0	0	0	0	0	17	0	0	0	0	0	0	17	
Skilled Craft Workers	1	0	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	5	
Service/Maintenance	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	3	
Protective Service	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	3	
Professionals	0	0	0	0	0	0	0	0	0	20	0	0	0	0	0	0	0	20	
Officials/Administrators	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	1	
Administrative Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	





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Affirmative Action Plan - Work Force Analysis Report 10/01/18 - 09/30/19

Butte

EEO Category		Employees Needed for Parity																					
		RACE/ETHNICITY																					
		HISPANIC OR LATINO		Male								Female											
		NON-HISPANIC OR LATINO																					
		Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	Total Col A-N	
Technicians	0	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5
Skilled Craft Workers	3	0	0	0	0	0	1	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	9
Service/Maintenance	0	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4
Protective Service	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
Professionals	0	1	0	0	0	0	0	0	0	21	0	0	0	0	0	0	0	0	0	0	0	0	22
Officials/Administrators	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Administrative Support	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2



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Affirmative Action Plan - Work Force Analysis Report 10/01/18 - 09/30/19

Directors Office

EEO Category		RACE/ETHNICITY														Total Col A-N
		HISPANIC OR LATINO		NON-HISPANIC OR LATINO												
		Male	Female	Male						Female						
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Professionals	0	0	3	0	0	0	1	0	0	0	0	0	0	0	4	
Officials/Administrators	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2	
Administrative Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	



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Affirmative Action Plan - Work Force Analysis Report 10/01/18 - 09/30/19

Engineering

EEO Category		Employees Needed for Parity														Total Col A-N	
		RACE/ETHNICITY															
		HISPANIC OR LATINO		Male							Female						
Male	Female	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Technicians	0	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0	5
Skilled Craft Workers	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Professionals	1	0	0	0	0	0	0	3	0	65	0	1	0	2	0	0	72
Officials/Administrators	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Administrative Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



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Affirmative Action Plan - Work Force Analysis Report 10/01/18 - 09/30/19

Glendive

EEO Category		Employees Needed for Parity																
		RACE/ETHNICITY																
		HISPANIC OR LATINO		Male								Female						
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	NON-HISPANIC OR LATINO			
Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	O				
Technicians	0	0	0	0	0	0	0	10	0	0	0	0	0	0	0	12		
Skilled Craft Workers	0	0	0	0	0	5	0	1	0	0	0	0	0	0	0	6		
Service/Maintenance	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	3		
Protective Service	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	4		
Professionals	0	0	0	0	0	0	0	25	0	0	0	0	0	0	0	29		
Officials/Administrators	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1		
Administrative Support	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2		



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Affirmative Action Plan - Work Force Analysis Report 10/01/18 - 09/30/19

Great Falls

EEO Category		Employees Needed for Parity														Total Col A-N	
		RACE/ETHNICITY															
		HISPANIC OR LATINO		Male							Female						
Male	Female	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Technicians	0	0	0	0	0	0	0	0	0	7	0	0	0	0	0	0	8
Skilled Craft Workers	1	0	2	0	0	0	0	0	0	4	0	0	0	0	0	0	7
Service/Maintenance	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2
Protective Service	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Professionals	0	0	0	0	0	0	0	0	0	21	0	0	0	0	0	0	22
Officials/Administrators	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Administrative Support	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1



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Affirmative Action Plan - Work Force Analysis Report 10/01/18 - 09/30/19

Information Services

EEO Category		Employees Needed for Parity														Total Col A-N	
		RACE/ETHNICITY															
		HISPANIC OR LATINO		Male							Female						
Male	Female	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Skilled Craft Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	0	0	0	0	0	0	0	0	0	8	0	0	0	1	0	0	9
Officials/Administrators	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Administrative Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



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Affirmative Action Plan - Work Force Analysis Report 10/01/18 - 09/30/19

Maintenance

EEO Category		Employees Needed for Parity																	Total Col A-N	
		RACE/ETHNICITY																		
		HISPANIC OR LATINO		Male								Female								
Male	Female	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O				
		NON-HISPANIC OR LATINO																		
		White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or more races	
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Skilled Craft Workers	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Service/Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	2
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Officials/Administrators	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	2
Administrative Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



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Affirmative Action Plan - Work Force Analysis Report 10/01/18 - 09/30/19

Missoula

EEO Category		Employees Needed for Parity																	Total Col A-N
		RACE/ETHNICITY																	
		HISPANIC OR LATINO		Male								NON-HISPANIC OR LATINO							
Male	Female	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O			
Technicians	0	0	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0
Skilled Craft Workers	2	0	0	0	0	0	0	1	0	3	0	0	0	0	0	0	0	0	0
Service/Maintenance	0	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0
Protective Service	0	0	0	0	0	0	0	1	0	2	0	0	0	0	0	0	0	0	0
Professionals	0	0	0	0	0	0	0	0	0	24	0	0	0	0	0	0	0	0	0
Officials/Administrators	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Administrative Support	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0





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Motor Carrier Services

EEO Category		Employees Needed for Parity														Total Col A-N	
		RACE/ETHNICITY															
		HISPANIC OR LATINO		Male							Female						
Male	Female	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Protective Service	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Officials/Administrators	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Administrative Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



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Rail, Transit & Planning

EEO Category		Employees Needed for Parity														Total Col A-N	
		RACE/ETHNICITY															
		HISPANIC OR LATINO		Male							Female						
Male	Female	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Technicians	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Skilled Craft Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	0	0	0	0	0	0	0	0	0	27	0	0	0	0	0	0	28
Officials/Administrators	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**OCR and HROS AAP Goal Setting  
EEO and AAP Five-Year Plan  
2020 - 2024**

	Hispanic or Latino		Male							Female							Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or More Races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or More Races			
5 Year Goal (2015-2019)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2
<b>2019 Annual Goal</b>																	<b>3</b>
<b>2019 New Hires</b>	0	0	16	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>20</b>
2019 Annual Goal Met																	
Current Underutilization	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13
<b>2020-2024 Anticipated Vacancies</b>																	<b>90</b>
Current Workforce	0	0	65	0	0	0	0	0	0	0	0	0	0	1	0	0	80
Percent of Current Workforce	0.0%	0.0%	81.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.3%	0.0%	0.0%	
Census Availability Rate	0.6%	0.8%	60.1%	0.1%	0.3%	0.0%	1.6%	0.6%	0.1%	0.2%	0.0%	1.5%	0.3%	0.0%	0.3%	0.0%	
<b>2020-2024 Five-Year Goal</b>																	<b>13</b>
<b>2020 Annual Goal</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>3</b>
# of Years To Achieve Parity																	4-5 Years

**OCR and HROS AAP Goal Setting  
EEO and AAP Five-Year Plan  
2020 - 2024**

	Hispanic or Latino		Male							Female							Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or More Races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or More Races			
5 Year Goal (2015-2019)	3	6	N/A	2	N/A	N/A	2	N/A	255	2	1	N/A	13	N/A	284		
<b>2019 Annual Goal</b>									<b>35</b>						<b>35</b>		
2019 New Hires	3	3	93	0	0	0	1	4	48	0	1	0	0	0	153		
2019 Annual Goal Met									Yes								
Current Underutilization	0	0	0	0	0	0	0	0	208	0	0	0	0	0	208		
<b>2020-2024 Anticipated Vacancies</b>																	
Current Workforce	8	6	552	1	4	0	8	7	221	1	2	0	6	3	819		
Percent of Current Workforce	1.0%	0.7%	67.4%	0.1%	0.5%	0.0%	1.0%	0.9%	27.0%	0.1%	0.2%	0.0%	0.7%	0.4%			
Census Availability Rate	0.8%	0.9%	40.3%	0.3%	0.4%	0.0%	1.2%	0.4%	52.4%	0.1%	0.3%	0.1%	1.8%	0.8%			
<b>2020-2024 Five-Year Goal</b>									<b>130</b>						<b>130</b>		
<b>2020 Annual Goal</b>									<b>25</b>						<b>25</b>		
# of Years To Achieve Parity									4-5 Years								

**OCR and HROS AAP Goal Setting  
EEO and AAP Five-Year Plan  
2020 - 2024**

Technicians	Hispanic or Latino		Male							Female							Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or More Races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or More Races			
5 Year Goal (2015-2019)	N/A	4	N/A	N/A	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	N/A	38		
2019 Annual Goal		1											1		17		
2019 New Hires	1	0	46	0	0	0	5	1	0	0	0	0	0	2	69		
2019 Annual Goal Met		<b>NO</b>											<b>NO</b>				
Current Underutilization	0	5	0	0	0	0	0	0	0	0	0	0	1	0	57		
<b>2020-2024 Anticipated Vacancies</b>	<b>275</b>																
Current Workforce	6	0	106	1	1	0	6	4	43	0	1	0	3	5	176		
Percent of Current Workforce	3.4%	0.0%	60.2%	0.6%	0.6%	0.0%	3.4%	2.3%	24.4%	0.0%	0.6%	0.0%	1.7%	2.8%			
Census Availability Rate	0.9%	2.7%	36.6%	0.1%	0.8%	0.0%	1.4%	0.4%	53.4%	0.0%	0.2%	0.0%	2.3%	0.8%			
2020-2024 Five-Year Goal		5							30				1		36		
2020 Annual Goal		1							8				1		10		
# of Years To Achieve Parity		5							4-5 Years				1				

**OCR and HROS AAP Goal Setting  
EEO and AAP Five-Year Plan  
2020 - 2024**

Protective Services	Hispanic or Latino		Male							Female							Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or More Races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or More Races			
5 Year Goal (2015-2019)	N/A	N/A	N/A	N/A	N/A	N/A	7	N/A	3	N/A	N/A	N/A	2	N/A	12		
2019 Annual Goal							2		6				1		9		
2019 New Hires	0	0	16	1	0	0	0	2	3	0	0	0	0	0	22		
2019 Annual Goal Met							NO		NO				NO				
Current Underutilization	0	0	0	0	0	0	5	0	5	0	0	0	2	0	12		
<b>2020-2024 Anticipated Vacancies</b>	90																
Current Workforce	1	0	70	1	0	0	0	3	13	0	0	0	0	2	90		
Percent of Current Workforce	1.1%	0.0%	77.8%	1.1%	0.0%	0.0%	0.0%	3.3%	14.4%	0.0%	0.0%	0.0%	0.0%	2.2%			
Census Availability Rate	0.8%	0.3%	69.2%	0.1%	0.1%	0.2%	6.0%	1.0%	19.5%	0.0%	0.0%	0.0%	0.2%	0.2%			
2020-2024 Five-Year Goal							4		5				2		11		
<b>2020 Annual Goal</b>							1		2				1		4		
# of Years To Achieve Parity							5		2-3 years				2				

**OCR and HROS AAP Goal Setting  
EEO and AAP Five-Year Plan  
2020 - 2024**

	Hispanic or Latino		Male						Female						Total			
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or More Races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or More Races				
5 Year Goal (2015-2019)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	
2019 Annual Goal			1										0	0	0	0	1	
2019 New Hires	1	0	25	0	0	0	0	0	0	0	0	0	0	0	0	0	54	
2019 Annual Goal Met			YES										N/A					
Current Underutilization	0	0	9	0	0	0	0	0	0	0	0	0	1	0	0	0	10	
<b>2020-2024 Anticipated Vacancies</b>																		
Current Workforce	0	2	8	0	0	0	0	0	0	0	0	0	0	0	0	0	1	57
Percent of Current Workforce	0.0%	3.5%	14.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.8%	1.8%
Census Availability Rate	0.7%	1.3%	29.6%	0.2%	0.1%	0.0%	0.0%	0.3%	0.1%	0.3%	0.0%	0.0%	2.7%	0.8%	0.8%	0.8%	0.8%	
2020-2024 Five-Year Goal			9										1				1	10
2020 Annual Goal			2										1				1	3
# of Years To Achieve Parity			4-5 Years										1				1	

**OCR and HROS AAP Goal Setting  
EEO and AAP Five-Year Plan  
2020 - 2024**

	Hispanic or Latino		Male							Female							Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or More Races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or More Races			
5 Year Goal (2015-2019)	16	2	N/A	2	2	N/A	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	38		
2019 Annual Goal	3														9		
2019 New Hires	3	0	261	1	0	0	22	3	0	0	0	0	0	0	293		
2019 Annual Goal Met	YES																
Current Underutilization	9	0	0	0	0	0	0	0	0	0	0	0	0	0	27		
<b>2020-2024 Anticipated Vacancies</b>	<b>1170</b>																
Current Workforce	8	0	591	0	0	0	37	8	12	0	0	2	0	0	658		
Percent of Current Workforce	1.2%	0.0%	89.8%	0.0%	0.0%	0.0%	5.6%	1.2%	1.8%	0.0%	0.0%	0.3%	0.0%	0.0%			
Census Availability Rate	2.6%	0.0%	86.9%	0.2%	0.2%	0.0%	3.8%	1.3%	4.6%	0.1%	0.0%	0.1%	0.1%	0.1%			
2020-2024 Five-Year Goal	7								15						22		
2020 Annual Goal	2								4						6		
# of Years To Achieve Parity	4-5 Years								4-5 Years								



**OCR and HROS AAP Goal Setting  
EEO and AAP Five-Year Plan  
2020 - 2024**

	Hispanic or Latino		Male							Female							Total
	Male	Female	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or More Races	White	Black or African American	Asian	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	Two or More Races			
5 Year Goal (2015-2019)	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	22	N/A	1	N/A	2	N/A	26		
2019 Annual Goal								5					1		6		
2019 New Hires	0	0	13	0	0	0	0	1	0	0	0	0	0	1	15		
2019 Annual Goal Met								NO					NO				
Current Underutilization	0	0	0	0	0	0	0	22	0	0	0	0	2	0	24		
<b>2020-2024 Anticipated Vacancies</b>																	
Current Workforce	0	0	58	0	0	0	2	3	5	0	0	0	0	1	69		
Percent of Current Workforce	0.0%	0.0%	84.1%	0.0%	0.0%	0.0%	2.9%	4.3%	7.2%	0.0%	0.0%	0.0%	0.0%	1.4%			
Census Availability Rate	1.7%	1.4%	49.0%	0.3%	0.3%	0.1%	2.7%	0.7%	39.2%	0.1%	0.6%	0.1%	2.6%	0.8%			
2020-2024 Five-Year Goal									15				2		17		
2020 Annual Goal									3				1		4		
# of Years To Achieve Parity									4-5 Years				1-2 Years				

## Recruitment and Selection Policy

Resource: Administrative Rules of the State of Montana (ARM)

### Human Resources/ Employee Benefits

*State Human Resources includes policies in administrative rules (ARM) when the policy may affect the public or be used by persons who are not currently employees. The policies that only affect state employees are not included in ARM. This policy is in ARM. This is a reproduction created for your convenience, but it is not the official version. Links to the ARM and Montana Code Annotated (MCA) are embedded throughout the document. You may also find the official ARM website at <http://www.mtrules.org>.*

#### **2.21.3701 SHORT TITLE**

(1) This policy may be cited as the recruitment and selection policy.

History: 2-18-102, MCA; IMP, 2-18-102, 49-3-201, MCA; NEW, 1984 MAR p. 1560, Eff. 10/26/84.

#### **2.21.3702 POLICY AND OBJECTIVES**

(1) This policy, consistent with applicable state and federal laws, establishes minimum standards for equitable and consistent treatment of applicants and employees in recruitment and selection for state jobs.

(2) Montana state government is committed to:

(a) attracting and retaining a highly qualified workforce based on competencies and job-related qualifications;

(b) providing applicants with a reasonable opportunity to learn about, and apply and be considered for positions when external recruitment is conducted; and

(c) using a competitive recruitment process to select individuals for permanent status employment.

(3) This policy covers all agencies in Montana's executive branch except the Montana University System, the Montana State Fund, elected officials, personal appointed staff of elected officials, and any other position specifically excluded under 2-18-103 and 2-18-104, MCA.

History: 2-18-102, MCA; IMP, 2-18-102, MCA; NEW, 1984 MAR p. 1560, Eff. 10/26/84; AMD, 1994 MAR p. 1412, Eff. 5/27/94; AMD, 2006 MAR p. 2901, Eff. 11/23/06; AMD, 2010 MAR p. 2208, Eff. 9/24/10.

#### **2.21.3703 DEFINITIONS**

For purposes of this subchapter, the following definitions apply:

(1) "Applicant" means an individual who has followed the agency's standard procedures for submitting the required application materials such as, for example, a resume, cover letter, application form, or other documentation.

(2) "Competencies" means a set of measurable and observable knowledge, skills, abilities, and behaviors that contribute to success in a job.

(3) "External recruitment" means the open, competitive solicitation of applications from any interested persons which includes the general public and current state employees.

(4) "Internal recruitment" means the open, competitive solicitation of applications that, at the agency's discretion, is limited to:

(a) current employees of the agency, the division, or other appropriate internal unit; or

(b) employees laid off from the agency or participating in the job registry.

(5) "Job analysis" means the process of gathering, analyzing, creating, and documenting information about a position to identify the essential duties, functions, roles, and competencies required to perform the work.

(6) "Job-related" means criteria shown by a job analysis to be directly related to specific duties or to a necessary job qualification or competency.

(7) "Qualifications" means the minimum requirements needed to perform the job on the first day of employment, including the education, experience, and competencies associated with successful job performance.

(8) "Vacancy announcement" means a recruitment posting, including the job duties, qualifications, and application instructions. Vacancy announcements are also called job listings and requisitions.

History: [2-18-102](#), MCA; [IMP](#), [2-18-102](#), MCA; [NEW](#), 1984 MAR p. 1560, Eff. 10/26/84; [AMD](#), 1994 MAR p. 1412, Eff. 5/27/94; [AMD](#), 2007 MAR p. 33, Eff. 11/23/06; [AMD](#), 2010 MAR p. 2208, Eff. 9/24/10; [AMD](#), 2018 MAR p. 571, Eff. 1/13/18.

### **2.21.3707 INTERNAL RECRUITMENT**

(1) Agency managers shall use a competitive process when recruiting internally to fill permanent positions.

(2) Agency managers are encouraged, but are not required to consider applicants included in the job registry in an internal recruitment process. Reinstated employees are not required to participate in a competitive process to be rehired as provided in the Implementing a Reduction in Force Policy ([Reduction in Force Policy](#)).

(3) Agency managers may:

(a) limit the internal competitive recruitment process to current employees of the agency, division, other appropriate internal unit, or laid-off employees participating in the job registry as provided in the Implementing a Reduction in Force Policy; or

(b) recruit internally to the agency, division, or other appropriate internal unit and to the job registry simultaneously unless this practice conflicts with agency policy or the provisions of a collective bargaining agreement.

(4) Agency managers may consider temporary employees hired through a competitive process in an internal recruitment; however, student interns, short-term workers, and temporary employees who were not hired through a competitive process are not eligible to participate in an internal recruitment.

(5) Agency managers may reassign current employees to temporary assignments not to exceed a period of two years without using a competitive

recruitment. Agency managers shall use a competitive process when filling the position on a permanent basis.

(6) Agency managers shall post internal vacancy announcements according to agency standard procedures.

History: 2-18-102, MCA; IMP, 2-18-102, MCA; NEW, 1984 MAR p. 1560, Eff. 10/26/84; AMD, 1990 MAR p. 1949, Eff. 10/26/90; AMD, 1994 MAR p. 1412, Eff. 5/27/94; AMD, 2003 MAR p. 1531, Eff. 7/18/03; TRANS & AMD, from ARM 2.21.3712, 2006 MAR p. 2901, Eff. 11/23/06; AMD, 2010 MAR p. 2208, Eff. 9/24/10; AMD, 2018 MAR p. 90, Eff. 1/13/18.

### 2.21.3708 EXTERNAL RECRUITMENT

(1) Agency managers shall use an external competitive recruitment process unless the agency:

(a) fills a position through internal recruitment, as provided in ARM 2.21.3707, Internal Recruitment;

(b) fills a position with a participant in on-the-job training, work experience, or other programs such as those conducted under the federal Workforce Investment Act. Examples include:

(i) dislocated worker programs;

(ii) adult and youth programs;

(iii) welfare-to-work programs;

(iv) Native American programs;

(v) veterans' employment and disabled veterans outreach programs;

(vi) programs authorized under Title I, parts A and B of the federal Rehabilitation Act; and

(vii) school-to-work programs;

(c) recalls a seasonal employee, as defined in 2-18-101, MCA, who was originally selected using a competitive recruitment process;

(d) selects a short-term worker or student intern as defined in 2-18-101, MCA; or

(e) fills a position with a retiree consistent with ARM 2.21.3710, Limited Reemployment for Retirees.

(2) Agency managers shall post a vacancy announcement for all positions open to external recruitment on the State of Montana Careers web site for at least five working days. The State Human Resources Division, Department of Administration, maintains the State of Montana Careers web site <http://statecareers.mt.gov>.

(3) If an agency manager decides to conduct an external recruitment for a temporary employee, as defined in 2-18-101, MCA, the vacancy announcement must be posted on the Careers web site.

(4) Agency managers may do, but are not limited to, the following:

(a) distribute vacancy announcements to appropriate recruitment sources in an effort to achieve a diverse workforce;

(b) limit external recruitment advertising to a geographic area. However, all properly completed applications received by the closing date must be considered, regardless of whether the applicant resides within that geographic area; and

(c) seek applicants for vacant positions using an applicant search service.

History: [2-18-102](#), MCA; [IMP](#), [2-18-102](#), MCA; [NEW](#), 1984 MAR p. 1560, Eff. 10/26/84; [AMD](#), 1994 MAR p. 1412, Eff. 5/27/94; [AMD](#), 1997 MAR p. 2279, Eff. 12/16/97; [AMD](#), 2003 MAR p. 1531, Eff. 7/18/03; [AMD](#), 2006 MAR p. 2901, Eff. 11/23/06; [AMD](#), 2010 MAR p. 2208, Eff. 9/24/10; [AMD](#), 2018 MAR p. 90, Eff. 1/13/18.

### **2.21.3710 LIMITED REEMPLOYMENT FOR RETIREES**

(1) Agency managers may reemploy, without a competitive hiring process, an employee who previously retired from the agency if:

(a) the retiree possesses the requisite skills and qualifications to perform the duties and responsibilities of the position;

(b) the agency determines that reemployment is in the agency's best interests; and

(c) the reemployment does not exceed 12 months.

(2) Agency managers shall document the reasons for reemployment and why it was in the agency's best interests. The documents must be kept in employee's permanent personnel file.

(3) The hour and wage limitations set forth for retirees in [19-3-1106](#) and [19-20-731](#), MCA, apply to retiree reemployment. Questions concerning hour and wage limitations should be directed to the Montana Public Employee Retirement Administration or Montana Teachers' Retirement System.

History: [2-18-102](#), MCA; [IMP](#), [2-18-102](#); [NEW](#), 2006 MAR p. 2901, Eff. 11/23/06; [TRANS](#) & [AMD](#), from ARM [2.21.3705](#), 2010 MAR p. 2208, Eff. 9/24/10.

### **2.21.3711 COMPLIANCE WITH MILITARY SELECTIVE SERVICE ACT**

(1) Agencies shall verify that every male person hired on a full-time or part-time basis in permanent or temporary positions has registered in compliance with the federal Military Selective Service Act, except those excluded in (2) of this rule. If an individual has reached his 18th birthday and is under the age of 26, agencies shall require documentation showing he has registered with Selective Service or is exempt from registration. If an individual is age 26 or older and was required to register but has not done so, the individual shall prove to the agency job representative his failure to register was neither known nor willful.

(2) Agencies may exclude certain individuals from their verification procedures who:

(a) were born on or before December 31, 1959;

(b) have been continuously employed in state government without a five-day break in service before July 1, 2001;

(c) are transferring without a five-day break in service to another position in an agency or in state government;

(d) have already provided information confirming selective service status; or

(e) are hired as independent contractors or as employees of temporary service contractors.

(3) Agency managers may determine the types of documentation an individual shall provide showing compliance with the federal Military Selective Service Act. At a minimum, agencies shall require a written statement of selective service status.

(4) Agencies shall request the documentation described in this rule at the time an employment offer is made. Agencies may adopt reasonable timelines for individuals to provide the documentation. The Department of Administration, State Human Resources Division, has published the Military Selective Service Act Compliance fact sheet

(<http://hr.mt.gov/Portals/78/newdocs/factsheets/SelectiveServiceFactSheet.pdf>)

to assist agencies in complying with this rule and the Military Selective Service Act. The fact sheet provides examples of adequate documentation and information about who must register with the Selective Service. If an individual does not provide documentation as required, and the exceptions in the fact sheet do not apply, agencies shall:

- (a) rescind an employment offer; or
- (b) terminate the individual's employment.

(5) Agency managers shall file the Statement of Selective Service Status Form in the employee's permanent personnel file.

History: 2-15-130, MCA; IMP, 2-15-130, MCA; NEW, 2010 MAR p. 2208, Eff. 9/24/10; AMD, 2018 MAR p. 90, Eff. 1/13/18.

### **2.21.3719 DEVELOPMENT OF SELECTION PROCEDURES**

(1) Individuals familiar with the position shall develop selection procedures before any review of applicant qualifications.

(2) Each selection procedure must be job-related and based on a current job analysis. Agency managers shall review the written job description to ensure it accurately describes the current job duties, competencies, education, and experience to perform the job.

(3) Selection procedures must include defined processes measuring the applicant's suitability for a particular position based on job requirements and ability to integrate successfully into the work unit and agency's culture.

(4) Agency managers may use any selection procedure or combination of procedures that best assess the applicant against the job qualifications. Agencies shall review and update their selection procedures as vacancies occur.

History: 2-18-102, MCA; IMP, 2-18-102, MCA; NEW, 1984 MAR p. 1560, Eff. 10/26/84; AMD, 1994 MAR p. 1412, Eff. 5/27/94; AMD, 1997 MAR p. 2279, Eff. 12/16/97; AMD, 2003 MAR p. 1531, Eff. 7/18/03; AMD, 2006 MAR p. 2901, Eff. 11/24/06; AMD, 2010 MAR p. 2208, Eff. 9/24/10; AMD, 2018 MAR p. 90, Eff. 1/13/18.

### **2.21.3720 ADMINISTRATION OF SELECTION PROCEDURES**

(1) During each step in the selection processes, agency managers shall apply consistent selection procedures regarding:

- (a) content of the procedure applied;
- (b) sequence of procedures;
- (c) persons involved in administering the process; and
- (d) the maximum time allotted wherever timed procedures are used.

(2) Consistent treatment does not mean identical treatment.



History: [2-18-102](#), MCA; [IMP](#), [2-18-102](#), MCA; [NEW](#), 1984 MAR p. 1560, Eff. 10/26/84; [AMD](#), 2010 MAR p. 2208, Eff. 9/24/10.

### **2.21.3721** EVALUATION OF QUALIFICATIONS

(1) Agency managers and individuals involved in the selection shall use job-related processes to evaluate the applicant's qualifications against the job requirements and ability to integrate successfully into the agency's culture.

(2) Agency managers and individuals involved in the selection process shall recognize the unique backgrounds and experiences of each applicant. Selection procedures must be flexible enough to elicit information about the applicant's qualifications and potential contributions to the work unit. Agency managers shall compare applicants to the job qualifications and others in the applicant pool to select the best applicant for the job and work unit.

(3) Agency managers may select from any of the most qualified group of applicants. The public employment hiring preferences must be applied as provided in:

(a) the Veterans' Employment Preference Policy (ARM Title 2, chapter, 21, subchapter 36);

(b) the Persons with Disabilities Employment Preference Policy (ARM Title 2, chapter, 21, subchapter 14); and

(c) as provided in [2-18-111](#), MCA, Hiring preference for residents of Indian reservations for state jobs within reservation – rules.

History: [2-18-102](#), MCA; [IMP](#), [2-18-102](#), MCA; [NEW](#), 1984 MAR p. 1560, Eff. 10/26/84; [AMD](#), 1994 MAR p. 1412, Eff. 5/27/94; [AMD](#), 2006 MAR p. 2901, Eff. 11/23/06; [AMD](#), 2010 MAR p. 2208, Eff. 9/24/10; [AMD](#), 2018 MAR p. 90, Eff. 1/13/18.

### **2.21.3723** INTENTIONAL MISREPRESENTATION

(1) The employment process (online and traditional application) includes a notice that information applicants provide is subject to verification. Intentional misrepresentation of facts about an applicant's qualifications, employment history, or other application information may:

(a) exclude an applicant from further consideration for a position; or

(b) result in discharge from employment.

History: [2-18-102](#), MCA; [IMP](#), [2-18-102](#), MCA; [NEW](#), 1984 MAR p. 1560, Eff. 10/26/84; [AMD](#), 1997 MAR p. 2279, Eff. 12/16/97; [AMD](#), 2006 MAR p. 2901, Eff. 11/23/06; [AMD](#), 2010 MAR p. 2208, Eff. 9/24/10; [AMD](#), 2018 MAR p. 90, Eff. 1/13/18.

### **2.21.3724** NOTIFICATION OF APPLICANTS

(1) Agency managers shall notify all applicants of their status in the selection process.

(2) As provided in ARM [2.21.1428](#), Hiring Decision (Persons with Disabilities Employment Preference policy) and [2.21.3617](#), Hiring Decision (Veterans' Employment Preference policy), when an applicant claims an employment preference, agency managers shall:

- (a) provide the applicant a written notice of the hiring decision; and
- (b) maintain a record of the notification and date sent.

History: 2-18-102, MCA; IMP, 2-18-102, MCA; NEW, 1984 MAR p. 1560, Eff. 10/26/84; AMD, 1994 MAR p. 1412, Eff. 5/27/94; AMD, 2003 MAR p. 1531, Eff. 7/18/03; AMD, 2006 MAR p. 2901, Eff. 11/23/06; AMD, 2010 MAR p. 2208, Eff. 9/24/10.

### **2.21.3726 DOCUMENTATION**

(1) Agency managers shall document the following in the recruitment and selection process:

- (a) job information;
- (b) screening information; and
- (c) applicant information.

(2) For the purposes of this subchapter, "job information" includes but is not limited to:

- (a) a description of the current duties of the job;
- (b) a copy of the vacancy announcement;
- (c) a copy of newspaper or journal advertising, if any;
- (d) a list of all recruitment sources used; and
- (e) a copy of Internet posting, if any.

(3) For the purposes of this subchapter, "screening information" includes but is not limited to:

(a) a copy of all selection procedures and any criteria used to evaluate qualifications;

(b) the names and titles of any persons who participated in the design or administration of the selection procedures; and

(c) a statement of why and how the hiring decision was made.

(4) For the purposes of this subchapter, "applicant information" includes, but is not limited to:

(a) all applications, supplemental question responses, evaluation notes, reference checks, and any other application materials received;

(b) applicants' demographic information from the applicant survey page; and

(c) correspondence with applicants.

(5) Agencies shall maintain items listed in this rule for a period of time consistent with the General Records Retention Schedule found at

<http://sos.mt.gov/records/state>.

History: 2-18-102, MCA; IMP, 2-18-102, MCA; NEW, 1984 MAR p. 1560, Eff. 10/26/84; AMD, 1994 MAR p. 1412, Eff. 5/27/94; AMD, 1997 MAR p. 2279, Eff. 12/16/97; AMD, 2006 MAR p. 2901, Eff. 11/23/06; AMD, 2010 MAR p. 2208, Eff. 9/24/10; AMD, 2018 MAR p. 90, Eff. 1/13/18.

### **2.21.3728 ACCESS TO DOCUMENTATION AND CONFIDENTIALITY**

(1) Job information as described in ARM 2.21.3726(2) is public information.

(2) Screening information as described in ARM 2.21.3726(3) is public information; however, an agency may maintain the confidentiality of selection procedures and criteria if:



(a) the agency can establish a legitimate business need to reuse the procedures and criteria; or

(b) agency managers determine public disclosure of the information would jeopardize the agency's ability to select the best-qualified candidate for the position.

(3) Applicant information described in ARM [2.21.3726](#)(4) is confidential pursuant to Montana's constitutional guarantee of privacy; however, an agency may release applicant information to third parties if the agency:

(a) receives a court order;

(b) receives a release from the applicant; or

(c) notifies applicants, as part of the application or selection process, that upon weighing the merits of public disclosure against an applicant's individual privacy interests, the agency has determined continued consideration for the position was contingent upon the applicant providing authorization for release of specified applicant information.

(4) Agency managers shall release applicant information under (3) consistent with the terms of the court order or release.

History: [2-18-102](#), MCA; [IMP](#), [2-18-102](#), MCA; [NEW](#), 1984 MAR p. 1560, Eff. 10/26/84; [AMD](#), 1994 MAR p. 1412, Eff. 5/27/94; [AMD](#), 2003 MAR p. 1531, Eff. 7/18/03; [AMD](#), 2006 MAR p. 2901, Eff. 11/23/06; [AMD](#), 2010 MAR p. 2208, Eff. 9/24/10.

### **2.21.3735 CLOSING**

(1) This subchapter must be followed unless it conflicts with negotiated labor agreements or specific statutes, which govern to the extent applicable.

History: [2-18-102](#), MCA; [IMP](#), [2-18-102](#), MCA; [NEW](#), 1984 MAR p. 1560, Eff. 10/26/84; [AMD](#), 2010 MAR p. 2208, Eff. 9/24/10.



## Montana Department of Transportation Internship Program

### **Administration Division:**

A Financial / Accounting Intern at the MDT will gain exposure and hands on experience with core functions associated with Governmental Accounting and Finance. Our interns are integrated directly into daily activities and processes such as Fiscal Year End reporting and reconciliations, cash asset reporting and management, biennial budgeting development and monitoring, funding models as well receive training of our financial sub-systems.

### **Aeronautics Division:**

Aeronautics interns are provided with exposure and practical experience with, FAA reporting requirements, training programs, airport publications, lease agreements, tenant relationships, budgets, consultant relationship and functions, CIP's, small community air service development program, marketing, future planning practices, revenue generation, and other airport intrinsic items that may be encountered.

### **Civil Rights Division:**

Intern with an interest in Financials, Accounting and Auditing will have an opportunity to gain experience in all aspects of Civil Rights including Title IV, Americans with Disabilities Act, Equal Employment Opportunity, Disadvantaged Businesses and overall construction project payroll monitoring. This is a great opportunity to see how Civil Rights rules and regulations play an important role in highway construction.

### **Engineering Division and Districts:**

Field Construction Interns will work on active jobs and assist in real-time problem solving. Pre-construction Interns will contribute to the design of current highway jobs. Come gain exposure to the unique aspects of highway design and roadway construction at MDT.

**Information Services Division:**

Information Services Interns will have an opportunity to be part of a team that provides a full range of services including network management, server systems administration, desktop and mobile computer systems administration, applications development and maintenance, integrated systems development, Internet and Intranet web page development, and so much more!

**Internal Audit Unit:**

Interns with our Internal Audit unit become familiar with the professional standards and ethics of auditing standards are exposed to MDT's annual audit plan and special projects in the areas of Construction, Internal Operations, Motor Fuel Tax, and Consultant Contracts.

**Human Resources Division:**

As an intern for Human Resources, you will become familiar with Recruitment & Selection, Training Development, and Workforce Development. Interns are provided the opportunity to work on multiple projects in support of our organizations strategic goals. Our interns are exposed to a variety of aspects of MDT's business and are provided the opportunity to lead and develop projects that are on the forefront of our business today.

Safety Intern will primarily be responsible to transition MDT from the current Hazard Communication Standard (HCS) to the new Globally Harmonized System of Classification and Labeling of Chemicals (GHS). This update to the Hazard Communication Standard (HCS) will provide a common and coherent approach to classifying chemicals and communicating hazard information on labels and safety data sheets. Once implemented, the revised standard will improve the quality and consistency of hazard information in the workplace, making it safer for workers by providing easily understandable information on appropriate handling and safe use of hazardous chemicals. This position may also assist MDT Safety Consultants with specialized training, jobsite safety inspections, and accident investigations as needed.

**Rail, Transit and Planning Division:**

Planning Interns will work with Transportation Planners in many different aspects including working with federal, state, tribal, and local governments on transportation legislation and policy and determining which transportation projects to fund and build. In addition, the Planning Division helps communities plan for the future, develops and maintains maps, collects and analyzes traffic and highway infrastructure data and much, much more!

Environmental Services Interns will gain experience in environmental engineering, hazardous waste and materials, or biological resources, including wetlands. Working with our Environmental Services Bureau provides an opportunity to experience the balance of engineering and environmental aspects of managing the transportation systems.

**Motor Carrier Services**

Motor Carrier Services Interns will be assigned duties and projects in all three bureaus that will provide them with an introductory overview of all operations within the scope of the Motor Carrier Services Division. The purpose of this internship is to provide a hands-on experience that will enable a student-intern to become familiar with federal and state regulations that are designed to ensure the safety of the traveling public on Montana's highway system. The MCS Division is responsible for regulating the motor carrier industry and enforcing state and federal commercial and agricultural motor carrier laws, rules and regulations. The intern will work with Enforcement Officers, Licensing and Permitting specialists, and Motor Vehicle Safety Specialists in the course and scope of their jobs, and will be assigned supportive and complementary assignments directly related to each bureau's mission activities.

Have question? Contact Angela Murolo, MDT Recruitment Specialist 406-444-6345 [amurolo@mt.gov](mailto:amurolo@mt.gov)



# Civil Rights Discrimination Complaint Form

## COMPLAINANT INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_  
Email: \_\_\_\_\_

I am filing a complaint on behalf of:  
 self  someone else

### NARRATIVE

**You MUST file your complaint within 180 calendar days of incident.** You are not required to use this form to file a complaint. In your complaint, explain in as much detail as possible, how you were discriminated against. Include all relevant names and dates. Attach any additional documentation, as necessary, to your complaint. Someone from the Office of Civil Rights will be in contact with you within 7 business days of receiving the complaint.

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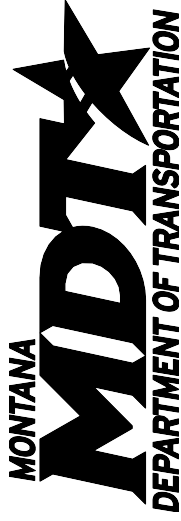
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### BASIS OF COMPLAINT: (Mark all that apply)

- Federal & State
- Race
- Color
- National Origin
- Age
- Sex
- Sexual Orientation
- Gender Identity
- Disability
- Low-Income
- Limited English Proficiency
- State Only
- Sexual Harassment
- Sexual Orientation (MDT employees only)
- Political Belief
- Genetic Material
- Veteran Status
- Physical Disability
- Mental Disability
- Marital Status
- Religion/Creed
- Pregnancy
- Culture/Social Origin/Ancstry
- Hostile Work Environment
- Retaliation



ADA, Title VI, and Title VII

### Mail, fax or hand deliver complaints to:

Montana Department of Transportation  
Office of Civil Rights  
2701 Prospect Avenue  
PO BOX 201001  
Helena, MT 59620-1001  
**Fax:** (406) 444-7243

This document printed at state expense. Information on the cost of publication may be obtained by contacting the Department of Administration.

If you believe discrimination is occurring in any of MDT's programs or services, please contact:

**MDT Office of Civil Rights**  
2701 Prospect Avenue, PO BOX 201001  
Helena, MT 59620-1001  
**Voice:** (406) 444-6334  
**TTY** (800) 335-7592  
**Fax** (406) 444-7243

Alternative accessible formats of this document will be provided on request. Persons who need an alternative format should contact the Office of Civil Rights, Montana Department of Transportation, 2701 Prospect Avenue, PO Box 201001, Helena, MT 59620. Telephone (406) 444-9229. Those using a TTY may call 1 (800) 335-7592 or through the Montana Relay Service at 711.

For more information on at ADA, Title VI, Title VII, or non-discrimination at MDT, visit our website:

[mdt.mt.gov/business/contracting/civil/eeo.shtml](http://mdt.mt.gov/business/contracting/civil/eeo.shtml)

For additional copies of this document or questions, please contact the EEO Specialist at: (406) 444-6334

## Non-Discrimination Authorities

- \* **Title VI of the Civil Rights Act of 1964** (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; which also includes FMCSA-only programs or activities (49 CFR Part 303);
- \* **Title VII of the Civil Rights Act of 1964** (Pub. L. 88-352) (Title VII), as amended, as it appears in volume 42 of the United States Code, beginning at section 2000e. Title VII prohibits employment discrimination based on race, color, religion, sex and national origin.
- \* **Federal-Aid Highway Act of 1973**, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- \* **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- \* The **Age Discrimination Act of 1975**, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- \* **Airport and Airways Improvement Act of 1982**, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);

## Authorities (continued)

- \* Titles II and III of the **Americans with Disabilities Act**, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- \* The **Federal Aviation Administration's Non-Discrimination statute** (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- \* **Title IX of the Education Amendments of 1972**, as amended, which prohibits discrimination because of sex in education programs or activities (20 U.S.C. § 1681 et seq.);
- \* Executive Order 12898, Federal Actions to Address **Environmental Justice** in Minority Populations and Low-Income Populations, which prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

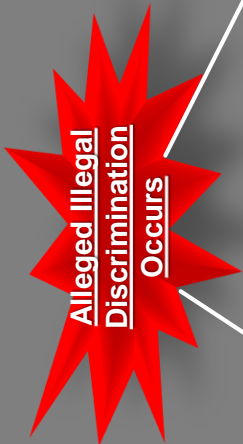
## Authorities (continued)

- \* Executive Order 13166, Improving Access to Services for Persons with **Limited English Proficiency**, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English Proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- \* Executive Order 13672 extends protection against discrimination in hiring and employment in the civilian federal workforce by federal contractors on the basis of both sexual orientation and gender identity.
- \* Mont. Code Ann. § 49-3-205 Governmental services;
- \* Mont. Code Ann. § 49-3-206 Distribution of governmental funds;
- \* Mont. Code Ann. § 49-3-207 Nondiscrimination provision in all public contracts.

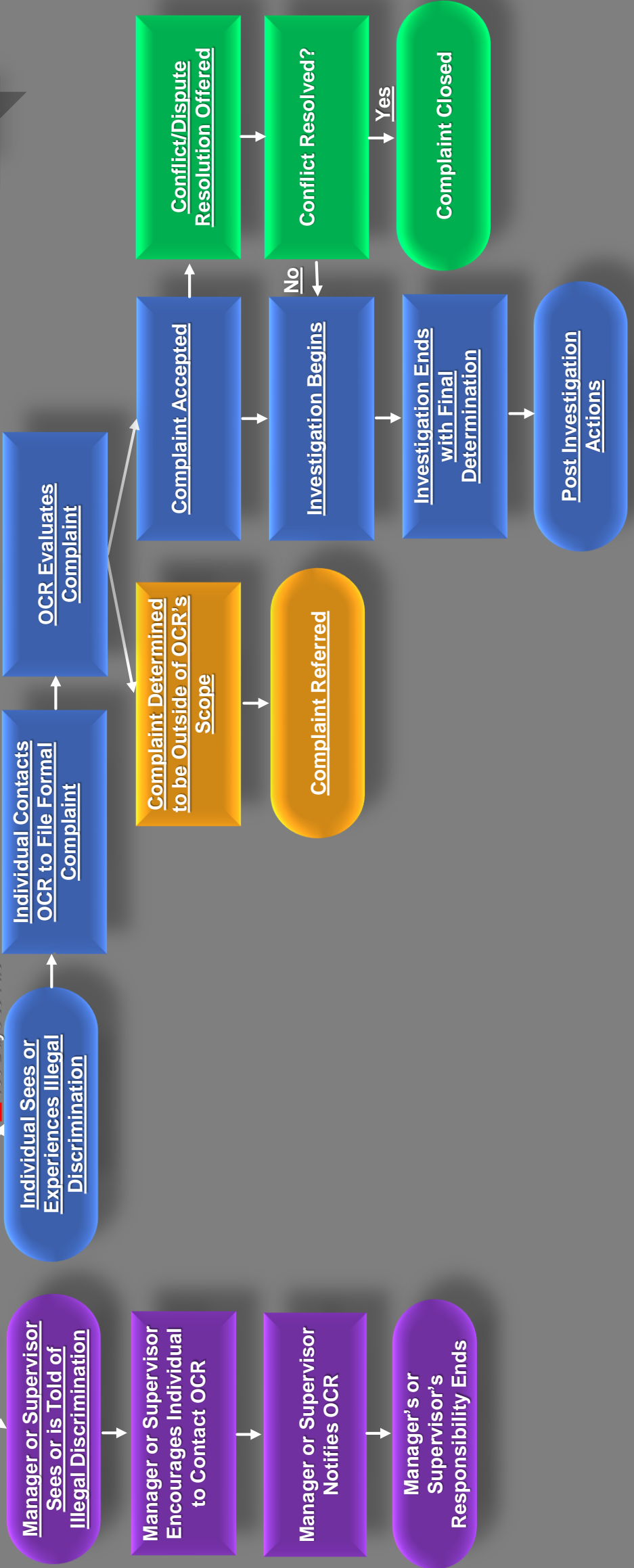
Montana Department of Transportation (MDT) is committed to conducting all of its business in an environment free of discrimination, harassment, and retaliation. In accordance with State and Federal law MDT prohibits any and all discrimination on the basis of protected classes by its employees or anyone with whom MDT chooses to do business.

**MONTANA DEPARTMENT OF TRANSPORTATION**  
**Office of Civil Rights**  
Equal Employment Opportunity  
Title VII Complaint Process

Click on underlined hyperlinks for detailed information.



180 Days to File



## MONTANA DEPARTMENT OF TRANSPORTATION

### Office of Civil Rights

### Title VI Complaint Process

**Equal Employment Opportunity (EEO) is THE LAW.** Title VII prohibits employment discrimination based on race, color, religion, sex and national origin. The Montana Department of Transportation (MDT) is committed to conducting its business in an environment free of discrimination, harassment, and retaliation. In accordance with federal and state laws, MDT prohibits discrimination based on race, color, national origin, sex, age, physical or mental disability, parental/marital status, pregnancy, sexual orientation, religion, creed, culture, political belief, genetic information, political beliefs, military service, veteran status, or social origin/ancestry (hereafter “protected classes”), by its employees or anyone with whom MDT chooses to do business. MDT employees, applicants for employment, and former employees, may file a complaint of discrimination, harassment, and or retaliation based on a protected class.

The MDT Office of Civil Rights (OCR), through the Federal Highway Administration (FHWA), has the oversight of the State Internal Equal Employment Opportunity Program (SIEEO). See, 23 Code of Federal Regulations (CFR) 230, Subpart C, Appendix A Part II, Section II. The purpose of the SIEEO program is to ensure fair and equal treatment of persons regardless of a person’s protected class in all employment practices. The SIEEO program requires state transportation agencies to develop and implement a procedure where employees and applicants may process allegations of discrimination to an impartial body without fear of retaliation. The OCR Title VII complaint process outlines MDT’s procedures for receiving, processing, and resolving EEO discrimination complaints from employees and applicants for employment. The flowchart is designed to provide an easy reference guide to OCR’s EEO complaint process.

Additional information regarding OCR’s non-discrimination and EEO program can be viewed at: <https://www.mdt.mt.gov/business/contracting/civil/eeo.shtml> .

**Authorities:** Sections 49-3-201, MCA; 49-2-501, 49-2-303, MCA; 49-3-101, MCA; 49-2-504(1)-(7)(b), MCA; Title VII of the Civil Rights Act of 1964, as amended (Title VII); Rehabilitation Act of 1973, as amended; Age Discrimination in Employment Act of 1967, as amended (ADEA); Fair Labor Standards Act of 1938, as amended (Equal Pay Act of 1963) (EPA); The Genetic Information Nondiscrimination Act of 2008; *Butler v. Department of Homeland Security, EEOC Appeal No. 07200900010*.

## Alleged Illegal Discrimination Occurs

What is illegal discrimination? Illegal Discrimination is generally defined as a materially adverse action affecting the terms and conditions of employment that is taken because of an individual's **race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, sexual orientation, gender identity or expression, political beliefs, genetic information, military service or veteran's status, culture, social origin or condition, or ancestry.**

The Administrative Rules of Montana states:

### ARM 2.21.4005 EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND NONDISCRIMINATION

(1) The executive branch is committed to equal opportunity, nondiscrimination, and harassment prevention in all aspects of employment and in programs, services, and activities offered to the public.

(2) Agency managers, as defined by the agency in policy or rule to promote consistency with internal policies and procedures, may not tolerate discrimination or harassment based on an individual's race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, sexual orientation, gender identity or expression, political beliefs, genetic information, military service or veteran's status, culture, social origin or condition, or ancestry. Likewise, agency management may not tolerate discrimination or harassment because of a person's marriage to or association with individuals in one of the previously mentioned protected classes.

(3) Agency managers may use a bona fide occupational qualification (BFOQ) where the reasonable demands of a position require a distinction based on age, physical or mental disability, marital status, sex, religion, or national origin. A BFOQ is a legal exception to an otherwise discriminatory hiring practice. Exceptions are strictly construed, as provided in [49-2-303](#), MCA, and the burden rests with the agency to demonstrate the exemption should be granted. Federal and state laws prohibit BFOQs based on race or color.

(4) To promote a work and customer service environment free from discrimination, agency managers shall:

- (a) base hiring decisions on individual competencies and qualifications;
- (b) promote an inclusive work environment where individuals are afforded every opportunity to reach their fullest potential;
- (c) recognize individual differences as a key element of organizational and team success;
- (d) treat individuals with dignity and respect; and



(e) value the rights of all Montanans to benefit from equal access to employment and programs, services, and activities offered to the public.

\* (5) Agency managers who observe behaviors that may be viewed as discriminatory shall stop the behavior and notify their agency's EEO officer, Americans with Disabilities Act (ADA) coordinator, or human resources manager.

It is also illegal to retaliate against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The Administrative Rules of Montana states:

#### ARM 2.21.4014 RETALIATION

(1) Agency managers may not retaliate or allow, condone, or encourage others to retaliate against any customer, applicant, or current or former employee for opposing unlawful discriminatory practices, filing a discrimination complaint or participating in a discrimination proceeding, including testifying in court.

\* (2) Agency managers who become aware of retaliation shall inform the agency's human resource manager, human resource staff, EEO officer, or ADA coordinator. The human resource manager, human resource staff, EEO officer, or ADA coordinator shall advise management on the appropriate course of action.

Additionally, it is illegal to harass an individual as outlined in the Administrative Rules of Montana:

#### ARM 2.21.4013 HARASSMENT

(1) Harassment, including sexual harassment, consists of, but is not limited to, oral, written, or electronic communications (for example, voice mails, e-mails, text messages, or other social networking tools) in the form of repeated and unwelcomed jokes, slurs, comments, visual images, or innuendos based on a protected class. Even mutually agreeable behavior, or behavior accepted between two or more people, can be offensive to others; for this reason it is prohibited in the workplace.

(2) Sexual harassment is a form of discrimination that includes unwelcome verbal or physical conduct of a sexual nature when:

- (a) submission to the conduct is implicitly or explicitly made a term or condition of employment;
- (b) submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or

(c) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

(3) Agency managers may not tolerate any behavior that negatively focuses on a protected class. Although a behavior or pattern of behavior might not constitute illegal discrimination, it might still violate this rule.

\*(4) Agency managers who observe behaviors that could be viewed as discrimination or harassment shall stop the behavior and notify their agency's EEO officer, ADA coordinator, or human resources manager.

## Manager or Supervisor Sees or is Told of Illegal Discrimination

1. If a manager or supervisor sees or is told of behaviors that appears to be discriminatory (including illegal harassment or retaliation), the manager or supervisor must encourage the individual affected to promptly to notify the OCR.
2. The manager or supervisor who sees or is told of behaviors that appear to be discriminatory must also promptly notify OCR regardless of the manager's or supervisor's perception of the validity of the complaint.
3. After the manager or supervisor follows the above-mentioned actions, the reporting responsibility of the manager or supervisor ends.

### ARM 2.21.4005 EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND NONDISCRIMINATION

\*(5) Agency managers who observe behaviors that may be viewed as discriminatory shall stop the behavior and notify their agency's EEO officer, Americans with Disabilities Act (ADA) coordinator, or human resources manager.

### ARM 2.21.4014 RETALIATION

\*(2) Agency managers who become aware of retaliation shall inform the agency's human resource manager, human resource staff, EEO officer, or ADA coordinator. The human resource manager, human resource staff, EEO officer, or ADA coordinator shall advise management on the appropriate course of action.

### ARM 2.21.4013 HARASSMENT

\*(1) Agency managers who observe behaviors that could be viewed as discrimination or harassment shall stop the behavior and notify their agency's EEO officer, ADA coordinator, or human resources manager.

\*Through the Federal Highway Administration (FHWA), the Office of Civil Rights has the oversight of the State Internal Equal Employment Opportunity Program (SIEEO). The purpose of the SIEEO program is to ensure fair and equal treatment of persons regardless of a person's protected class in all employment practices. The SIEEO program requires state transportation agencies to develop and implement a procedure where employees and applicants may process allegations of discrimination to an impartial body without fear of retaliation. Accordingly, MDT agency managers must notify the Office of Civil Rights. See, 23 Code of Federal Regulations (CFR) 230, Subpart C, Appendix A Part II, Section II.

## Individual Sees or Experiences Illegal Discrimination

Alleged incident(s) of discrimination, harassment and or retaliation occurs when an applicant, employee, or former employee of MDT is treated more unfavorably than their peers based on a protected class. If you believe you have been illegally discriminated against, you may file a complaint of discrimination with the Office of Civil Rights (OCR) **within 180 days of the last alleged act of discrimination, harassment, and or retaliation.**

## Individual Contacts OCR to File a Formal Complaint

### OCR Initial Contact

An individual who believes illegal discrimination has occurred, (hereafter “complainant”) should promptly contact the Office of Civil Rights (OCR).

OCR will provide reasonable assistance to complainants who are persons with disabilities, individuals of limited English proficiency, and persons whose communication skills are otherwise limited.

The EEO Specialist Supervisor will conduct an initial interview with the complainant to determine whether OCR has jurisdiction to investigate the complaint. The initial interview will include obtaining enough information of the alleged incident(s) to enable OCR to determine the complaint basis if the complainant decides to file a complaint.

### Filing Formal Complaint

Complaints can be filed with OCR by mail, fax, in-person, or emailed **within 180 days** of the last alleged act of discrimination, harassment, and or retaliation based on complainant’s protected class. Due to the serious nature of complaints alleging discrimination, complaints must be submitted in writing and signed by the complainant.

Complaint forms are available by contacting OCR or at the following link:  
<https://www.mdt.mt.gov/other/webdata/external/civilrights/FORMS/CIVIL-RIGHTS-DISCRIMINATION-COMPLAINT-FORM.PDF> .

Use of the complaint form is encouraged but is not mandatory. If additional space is needed, you may include additional pages and or material that may be relevant to the complaint.

If you choose to file your complaint without using the complaint form, it must contain the following:

1. Your name, address, and phone number;
2. Description and approximate dates of the incident(s) you believe were discriminatory; (example: terminated, harassed, disciplined);

3. Explanation of why you believe you were subjected to discrimination, harassment and or retaliation, including if others outside of your protected class were treated more favorably, how, by whom, and when.
4. Description of the negative actions suffered; and
5. Your signature.

**NOTE:** Filing a complaint with OCR does NOT prohibit the complainant from filing a complaint with the Montana Human Rights Bureau (MHRB), Equal Employment Opportunity Commission (EEOC), U.S. Department of Transportation (USDOT), U.S. Department of Justice (DOJ), other appropriate body or tribunal, or seeking the advice of legal counsel. The remedy available may vary based on the legal authority under which the complaint is brought.

## OCR Evaluates Complaint

Once a complaint of discrimination is filed with OCR, OCR will evaluate the complaint based on the following:

- Whether OCR has jurisdiction to investigate the complaint;
- Whether the complaint alleges discrimination based on protected class(es);
- Whether the complaint includes enough detail to infer discrimination; and
- Whether the complaint is filed within 180 days of the last alleged act of discrimination, harassment, and or retaliation.

The OCR Operations Chief reviews the complaint and determines whether the complaint should be accepted or dismissed.

## Complaint Determined to be Outside of OCR's Scope

If a complaint is dismissed by OCR, the reason(s) for the dismissal may be due to, but may not be limited to:

- OCR does not have jurisdiction to investigate the complaint;
- The complaint fails to state a discrimination based on a protected class(es);
- The complaint was not filed timely;
- The complainant does not provide the information that OCR requests within a reasonable amount of time of OCR's request.



## Complaint Referred

If it is clear that the complainant's alleged incident(s) of discrimination, harassment and or retaliation is not covered by state and or federal laws, the EEO Specialist Supervisor will attempt to refer the complainant to an appropriate source.

## Complaint Accepted

If OCR accepts the complaint, OCR will proceed with the investigation based on the following:

- The basis of the complaint and evidence produced by the complainant gives rise to an inference of discrimination;
- OCR has the authority to investigate the complaint;
- The complaint states discrimination based on a protected class(es); and
- The complaint was timely filed.

The EEO Specialist Supervisor will ensure the complainant understands their rights and responsibilities in the EEO complaint process.

## **Conflict/Dispute Resolution Offered**

Once the complaint is accepted by OCR, the EEO Specialist Supervisor will, if practical, offer to the complainant the option of resolving the complaint using conflict/dispute resolution. Conflict/dispute resolution is an informal and early resolution to the complaint that allows the parties to find an agreeable solution to the conflict.

The EEO Specialist Supervisor will explain to the complainant the differences between conflict/dispute resolution and the EEO investigation process. It is the complainant's decision to choose to enter into conflict/dispute resolution or resolve the complaint through the investigation process.

## **Conflict Resolved? – Yes**

If the conflict is resolved through conflict/dispute resolution, the EEO Specialist Supervisor will document the agreed upon resolution(s) and obtain the parties' signatures to the resolution(s). The complaint is then closed.

## **Conflict Resolved? - No**

If attempts to resolve the complaint through conflict/dispute resolution fails, the EEO Specialist Supervisor will advise the complainant of their right to proceed with the EEO investigation process.

The EEO Specialist Supervisor will document the conflict resolution event.

## Investigation Begins

### Opening the Complaint for Investigation

If OCR determines that it will investigate the complaint, an OCR investigator will be assigned to investigate the complaint. The OCR investigator will notify the complainant and the accused of the investigation by United States Postal Service (USPS) certified mail. The Division/District Administrator will be notified using MDT's internal mail services.

### Investigation Process

OCR is a neutral fact-finder. The OCR investigator is unbiased and objective. The OCR investigator is not an advocate for any of the parties or interests and will not develop alliances with them.

The investigation will include a thorough review of the circumstances under which the alleged discrimination occurred; the treatment of complainant's coworkers and or peers as compared with the treatment of other similarly situated employees, if any; and any policies and or practices that may appear to constitute discrimination, even though they were not alleged by the complainant.

### Request for Documents

To enable OCR to determine the facts, the OCR investigator will collect and analyze documents, records, comparative data, statistics, and relevant evidence obtained from the complainant, the accused, supervisors and managers, and MDT Human Resources and Occupational Safety (HROS). If the accused is the complainant's supervisor, the OCR investigator will request from the supervisor all documents, including supervisory notes, relating to the complainant. The OCR investigator will request from HROS the complainant's entire personnel file and reserves the right to request other similarly situated employees' files. Requested documents must be provided to the OCR investigator in a timely manner.

### Interviews

The OCR investigator will interview the complainant, accused, and relevant witnesses. The interviews may be conducted in-person, through Skype, or by phone. During the interview, it is important to give a full and complete version of the facts, provide relevant or requested documentation, and the names of supportive witnesses that should be interviewed and to what those witnesses can

testify. Follow-up interviews or the production of additional documents might become necessary.

After the interview, the OCR investigator will request the interviewee to review and sign a written summary of the answers and comments obtained during the interview.

### **Timelines**

OCR strives to complete its investigations within 120 days of receipt of complaint. This time may be changed at the discretion of the OCR Operations Chief or the Director of MDT.

Throughout the investigation, the OCR investigator will provide periodic updates to the OCR Operations Chief. The OCR Operations Chief is responsible for monitoring the progress of the investigation to ensure it is conducted in compliance with these guidelines and all applicable statutes and regulations.

### **Confidentiality**

It is OCR's policy to keep confidential its investigations and relevant documents. The exception being the necessity for OCR to reveal the identity of the parties involved to the MDT Director. The MDT Director may decide to include MDT legal counsel, the HROS Administrator, and or the Division/District Administrator. The complainant does not have the right to have their identity withheld during the investigation.

OCR conducts its investigations in accordance with the Department of Administration State Human Resources Division Equal Employment Opportunity, Nondiscrimination, and Harassment Prevention policy referenced below. Please note OCR takes the place of *Human Resources* referenced in the policy due to OCR's oversight of the MDT State Internal Equal Employment Opportunity (SIEEO) program.

### **ARM 2.21.4022 – CONFIDENTIALITY REQUIREMENTS**

1) Agency managers shall make every attempt to protect the privacy of individuals involved in the complaint process; however, individual privacy cannot be guaranteed.

(2) Agency managers may not prohibit employees from discussing a complaint or ongoing investigation with coworkers unless management conducts an

individualized assessment and demonstrates that one of the following factors exists:

- (a) there are witnesses in need of protection;
- (b) evidence is in danger of being destroyed;
- (c) testimony is in danger of being fabricated; or
- (d) there is a need to prevent a cover-up.

(3) Agency managers shall document their rationale for requiring that employees refrain from discussing a complaint or ongoing investigation.

(4) The human resource staff [OCR] shall maintain the investigative report and supporting documents in a secure, confidential case file separate from the regular employee file.

### **Rights and Responsibilities**

All individuals involved in the complaint process have a duty to cooperate fully with the OCR investigator during the investigation in accordance with Department of Administration State Human Resources Division Equal Employment Opportunity, Nondiscrimination, and Harassment Prevention Policy:

#### **ARM 2.21.4029 Rule Violations**

(1) Employees who violate these rules are subject to discipline, up to and including discharge under ARM Title 2, chapter 21, subchapter 65, Discipline Policy. A rule violation includes managers who allow discrimination to occur or fail to take appropriate action to correct inappropriate behavior, including discrimination or harassment.

(2) Failure to conduct an investigation in a proper and timely manner, interference with an investigation, failure to cooperate with an investigator, or making a false statement to an investigator may result in disciplinary action, up to and including discharge.



## Investigation Ends with Final Determination

The OCR investigator will evaluate the information submitted during the investigation and issue a Final Investigative Report with a final determination of either (1) reasonable cause or (2) no reasonable cause to believe unlawful discrimination occurred.

If the complainant is not satisfied with the outcome of the investigation, the complainant may pursue other available avenues by filing a complaint with the Montana Human Rights Bureau (MHRB), Equal Employment Opportunity Commission (EEOC), U.S. Department of Transportation (USDOT), U.S. Department of Justice (DOJ), other appropriate body or tribunal, or seeking the advice of legal counsel. Upon request by the complainant and in compliance with applicable state and federal law, the OCR investigatory file and the Final Investigative Report may be sent to the agency who will conduct the subsequent investigation. It is the responsibility of the complainant to monitor all filing deadlines with all other state and or federal agencies.

## Post Investigation Actions

The OCR Operations Chief will share the findings of the Final Investigative Report with the MDT Director. The MDT Director will decide whether to meet with MDT Chief Legal, relevant District/Division Administrator, and HROS Administrator regarding the investigation findings and the administering of appropriate disciplinary action(s) if applicable.

The complainant, accused, and the Division/District Administrator will be notified in writing of the final findings of the investigation. Parties of the complaint may read the Final Investigative Report in the OCR. No electronic copies will be provided.

OCR will contact the complainant within 30 days to ensure the behavior has stopped and no retaliation has occurred.

**MONTANA DEPARTMENT OF TRANSPORTATION  
Office of Civil Rights**

**Equal Employment Opportunity  
Title VII Complaint Process**



**What is the difference between Title VI and Title VII of the Civil Rights Act of 1964?**

**Title VI** of the Civil Rights Act of 1964 provides that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” See, 42 U.S.C. 2000d et seq. Specifically, Title VI prohibits discrimination in various settings that includes public accommodations, housing, voting, and education.

**Title VII** of the Civil Rights Act of 1964 is a federal law that prohibits employers from discriminating against employees, applicants, and former employees on the basis of sex, race, color, national origin, and religion. It generally applies to employers with 15 or more employees, including federal, state, and local governments.

**Who can file a Title VII complaint of discrimination with the Office of Civil Rights (OCR)?**

Montana Department of Transportation’s (MDT) employees, applicants, and former employees who believe they have been subjected to discrimination, harassment, and or retaliation.

**Who can file a Title VI complaint of discrimination with the Office of Civil Rights (OCR)?**

Any person or any specific class of persons that believe they have been subjected to discrimination or retaliation prohibited by Title VI of the Civil Rights Act of 1964 (Title VI) and related statutes, Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) may file a complaint.

**Who is protected by Civil Rights laws?**

MDT prohibits all discrimination based on race, color, national origin, sex, age, physical or mental disability, parental/marital status, pregnancy, sexual orientation, religion, creed, culture, political belief, genetic information, military service, veteran status, or social origin/ancestry.

**What are my options if I believe I have been discriminated against?**

Employees may file an internal complaint with MDT’s OCR and or with the outside agencies listed below.

<b>Montana Human Rights Bureau (MHRB)</b> Employment Relations Division PO Box 1728 Helena MT 59624-1728 (800) 542-0807	<b>U.S. EEOC</b> San Francisco Dist. Office 450 Golden Gate Avenue 5 West, PO Box 36025 San Francisco CA 94102-3661 (800) 669-4000	<b>U.S. Dept. of Justice</b> Civil Rights Division 950 Pennsylvania Ave, NW Washington DC 20530-0001 (202) 514-4609
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### **How do I file a complaint of discrimination with OCR?**

Complaints can be filed with OCR by mail, in-person, faxed, or emailed **within 180 days** of the last alleged act of discrimination, harassment, and or retaliation based on complainant's protected class. Due to the serious nature of complaints alleging discrimination, complaints must be submitted in writing and signed by the complainant. Complaint forms are available by contacting OCR or at the following link:

<https://www.mdt.mt.gov/business/contracting/civil/eeo.shtml>

### **What do I need to include in my complaint?**

Your name, address, and phone number; description and approximate dates of the incident(s) you believe were discriminatory; (example: terminated, harassed, disciplined); explanation of why you believe you were subjected to discrimination, harassment and or retaliation, including if others outside of your protected class were treated more favorably, how, by whom, and when; description of the injury or injuries you suffered; and your signature.

### **Can I file a discrimination complaint with the OCR, MHRB, EEOC, and or the Department of Justice at the same time?**

Yes. Please know that you have the right to file a complaint with outside agencies in addition to the OCR internal complaint process. There are time limits associated with all processes. If you feel you would like to file a complaint with these agencies, please contact them directly to learn of their processes and time restrictions.

### **Is there a time limit for when I may file my complaint with OCR?**

Yes. You should file your complaint with OCR within 180 days after the alleged incident of discrimination, harassment, and or retaliation.

### **What if I experience retaliation for making a complaint or participating as a witness in the complaint process?**

Retaliation is illegal by federal and state laws. If you believe you have been the target of retaliation, you should immediately contact OCR.

### **Will my supervisor be notified if I file a discrimination complaint?**

Yes, your direct supervisor and or manager along with the Division/District Administrator will be notified.

### **Is a supervisor or manager prevented from taking disciplinary action against an employee after the employee files a discrimination complaint?**

No. The filing of a discrimination complaint with OCR does not exempt employees from being accountable for their job performance nor does it protect them from non-discriminatory disciplinary actions. However, a supervisor is barred from retaliating by

taking negative employment actions against the employee because the employee filed a complaint, opposed a discriminatory employment action, or participated in a discrimination investigation.

**If an employee asks a supervisor or manager to keep an illegal discriminatory act(s) that the employee experienced or seen a secret, can the supervisor or manager agree to keep it secret?**

No. The employer will be liable if a supervisor or manager knew or should have known about the discrimination and failed to take prompt and appropriate corrective action. Supervisors or managers must notify OCR of the complaint. Should the employee choose not to file a complaint after OCR contacts the employee, OCR will contact Human Resources and Occupational Safety and Health (HROS) and HROS will work directly with the supervisor or manager to take further action.

**How long does it take OCR to complete the investigation of the complaint?**

OCR strives to complete investigations within 120 days of receipt of the complaint. The time may be changed at the discretion of the OCR Operations Chief or MDT Director.

**What is OCR's role during the complaint process?**

OCR's role is to be a neutral factfinder and to promptly resolve complaints. OCR has a variety of options for resolving complaints, including conflict/dispute resolution and complaint investigation processes. OCR does not act as an advocate for either party during the process.



## 2020 MDT Exit Interview

Thank you for taking the time to participate in the MDT exit interview. As a separating employee, you are a valuable source of information regarding various working conditions observed during your period of employment.

This information is requested to help the Human Resources and Occupational Safety Division identify possible reasons why employees choose to leave MDT. We strive to maintain a positive working environment and hope that your suggestions, comments and observations will aid us in continuing this goal.

We hope that you will be candid in your response to the on-line questions so that we may gain from your experience as an MDT employee. Please know Human Resources will maintain confidentiality as appropriate and your questionnaire will not become part of your personnel file.

### 1. Employee Name

### 2. Supervisor Name

### 3. Position Title

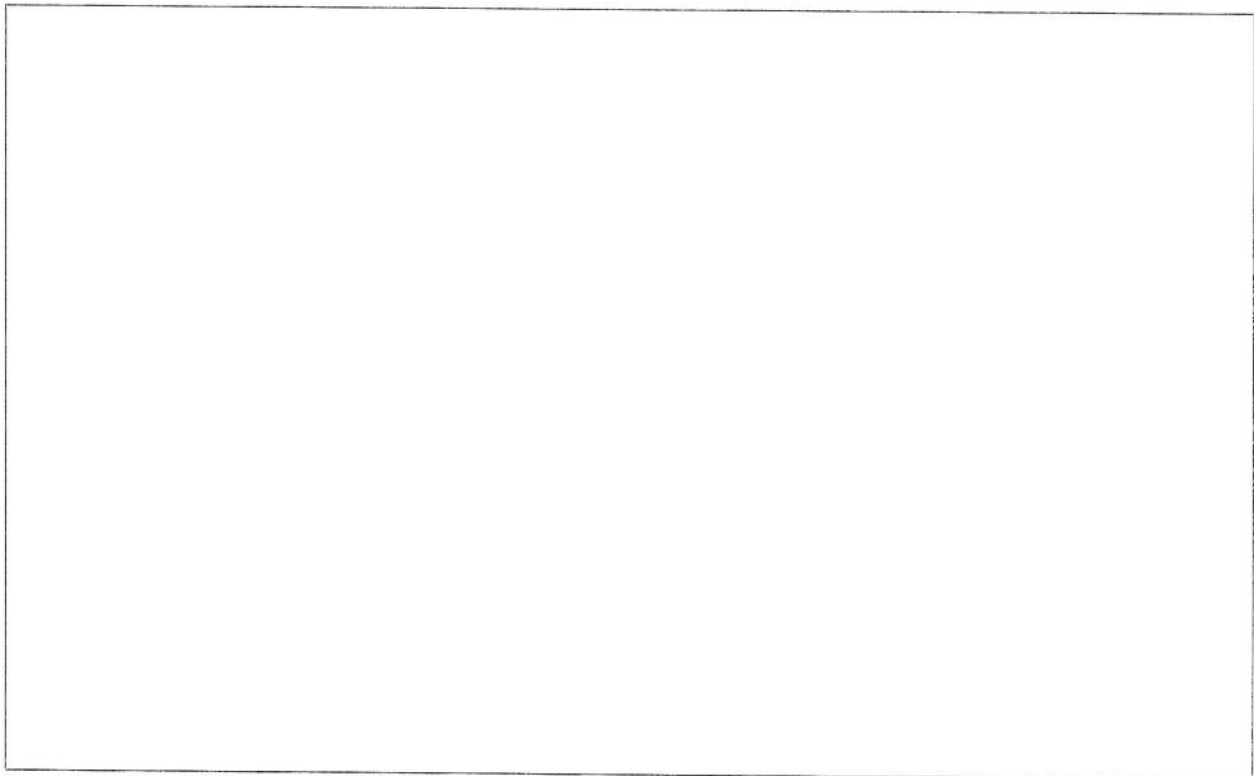
### 4. Hire Date

**5. Termination Date**

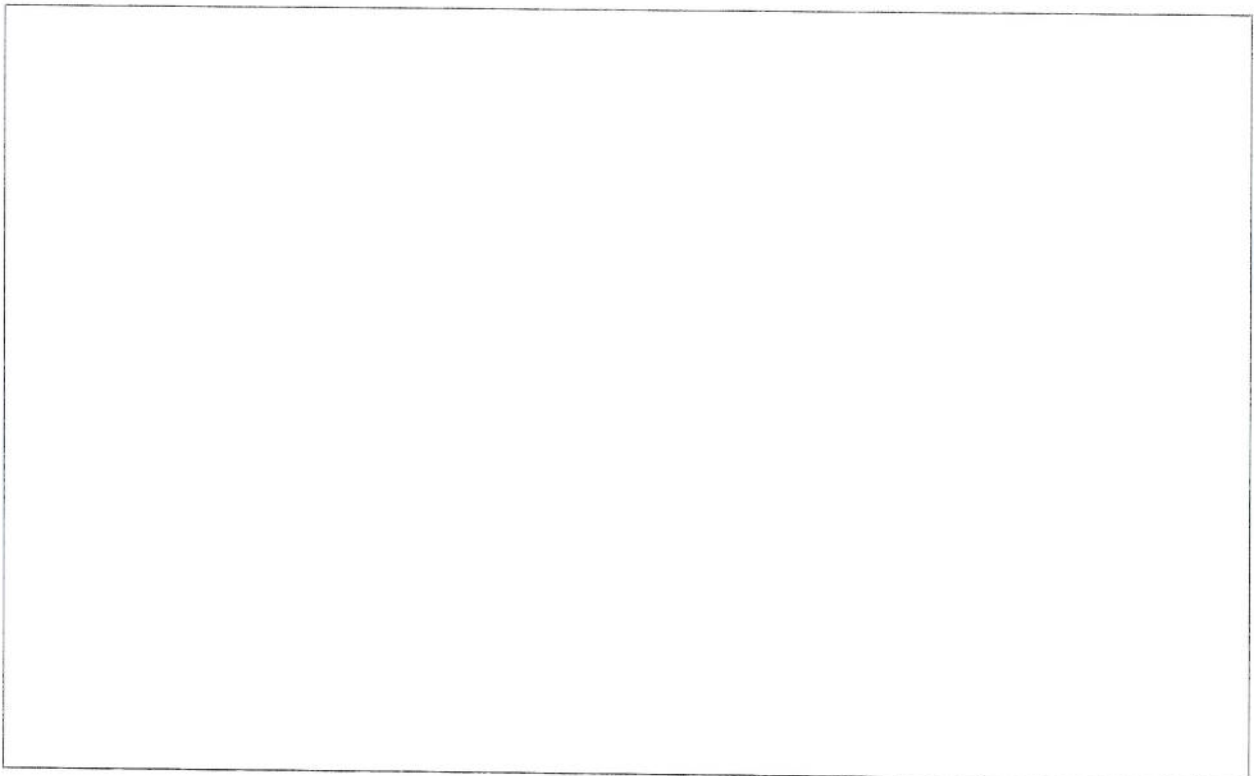
**6. Division/District**

**7. Why are you leaving your current job?**

**8. What did you like most about your job?**

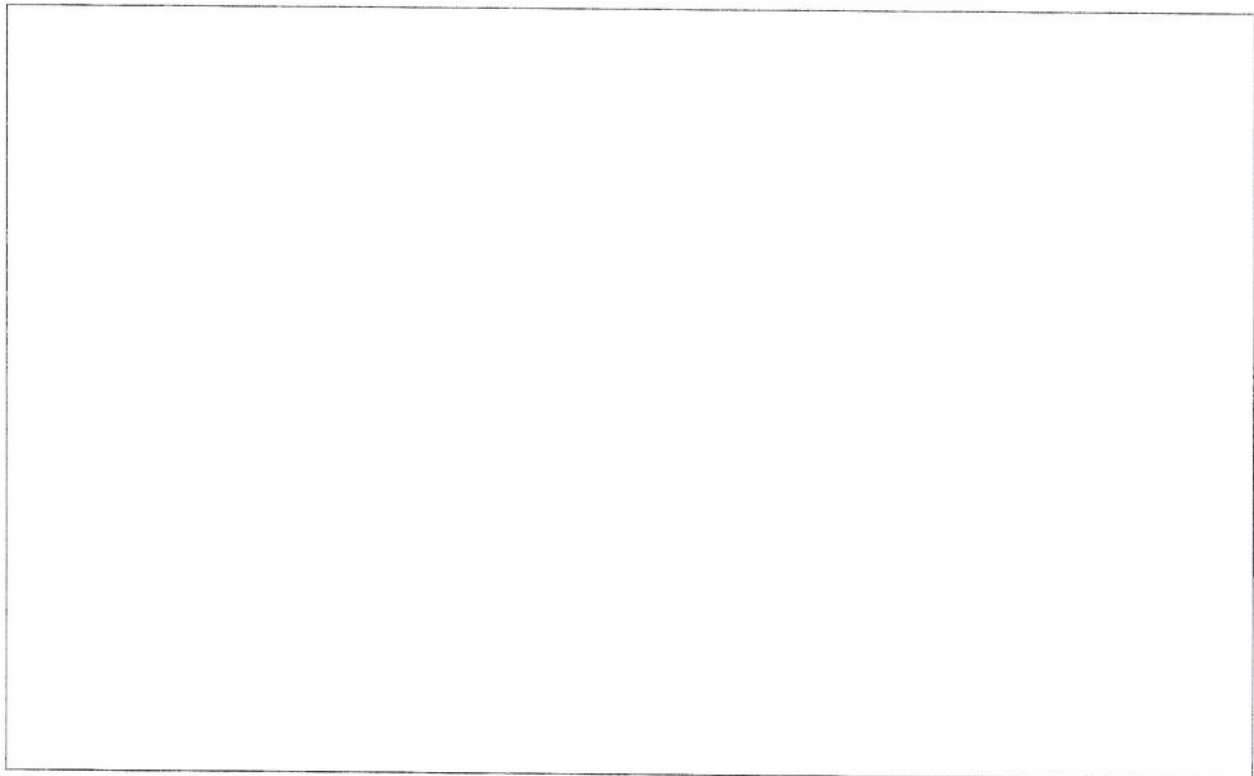


**9. What did you like least about your job?**

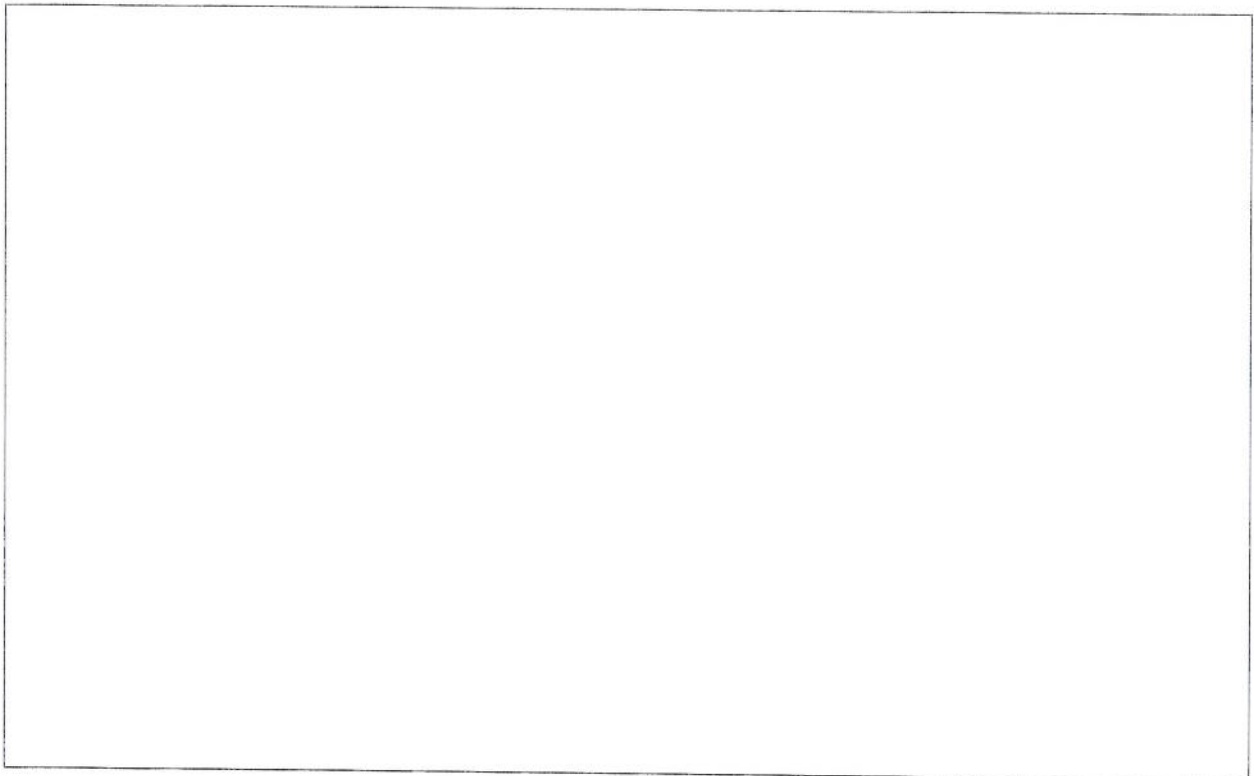


**10. Did you feel training opportunities were made available to you?**

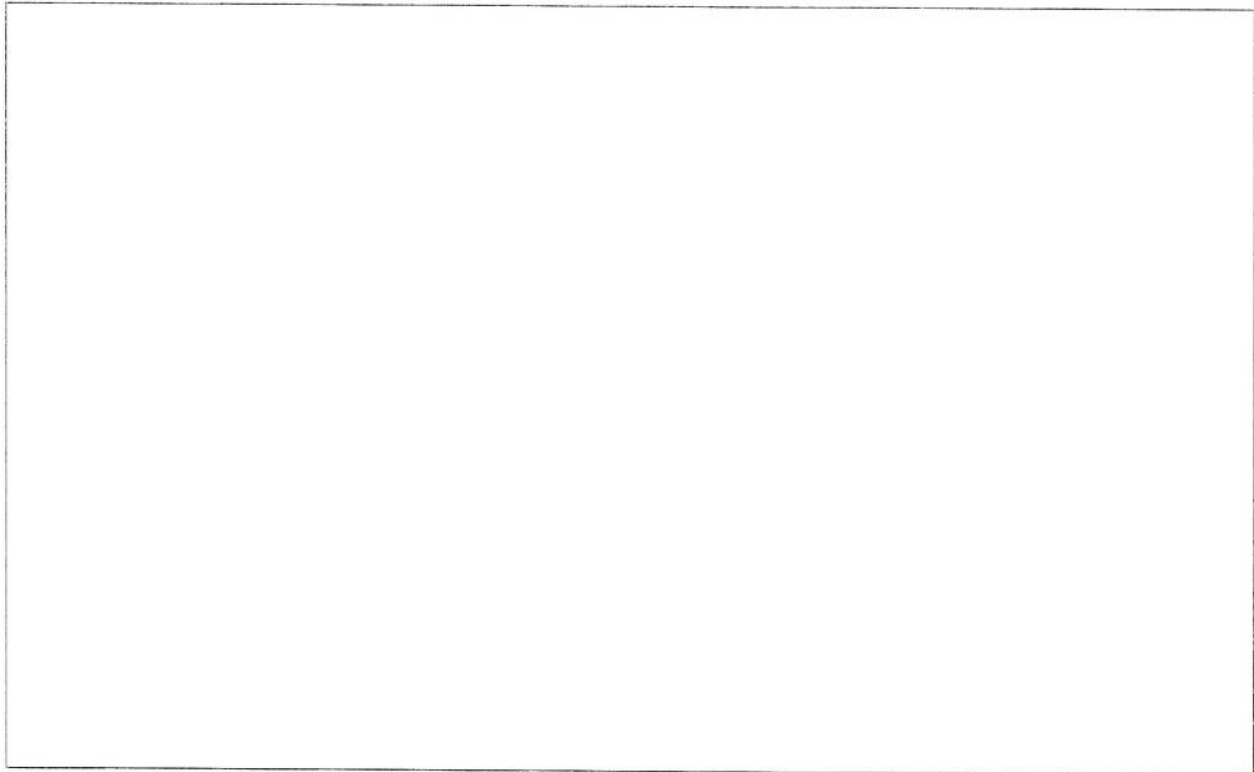




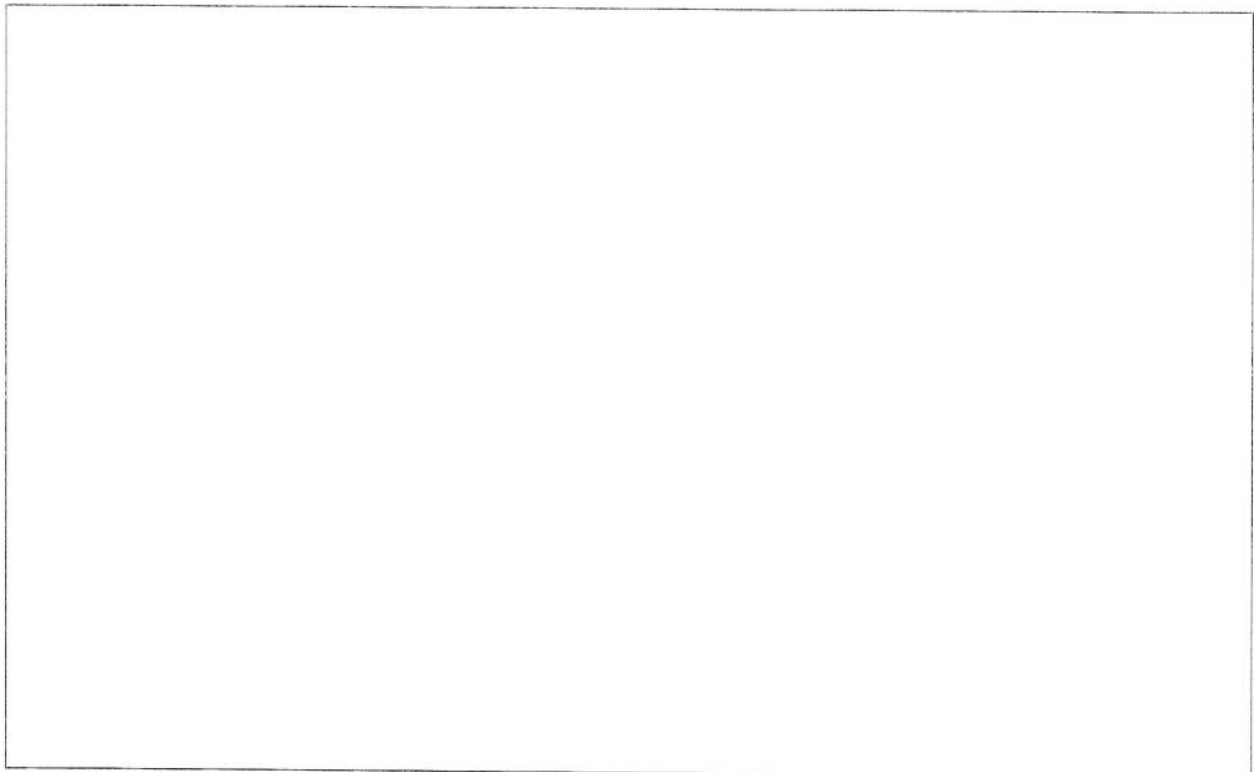
**11. Do you think your supervisor was fair and reasonable?**



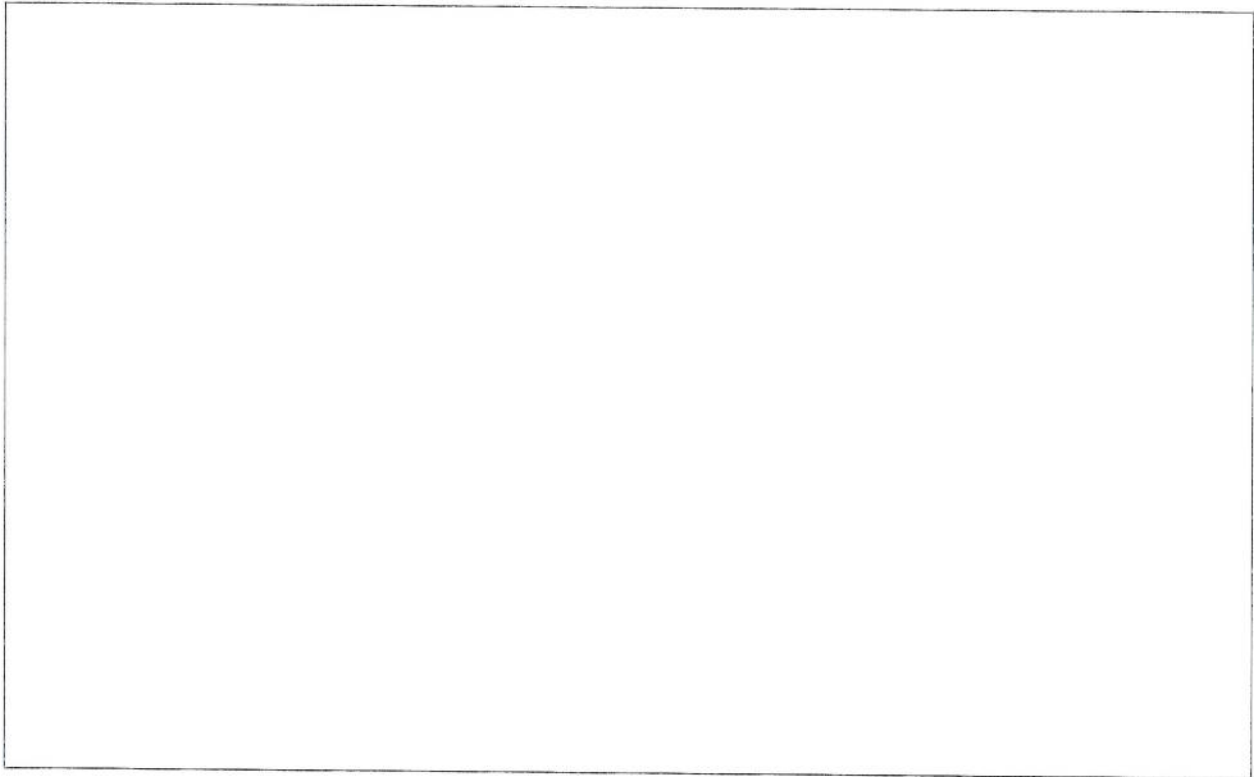
**12. Do you feel your contributions were appreciated by your supervisor and others?**



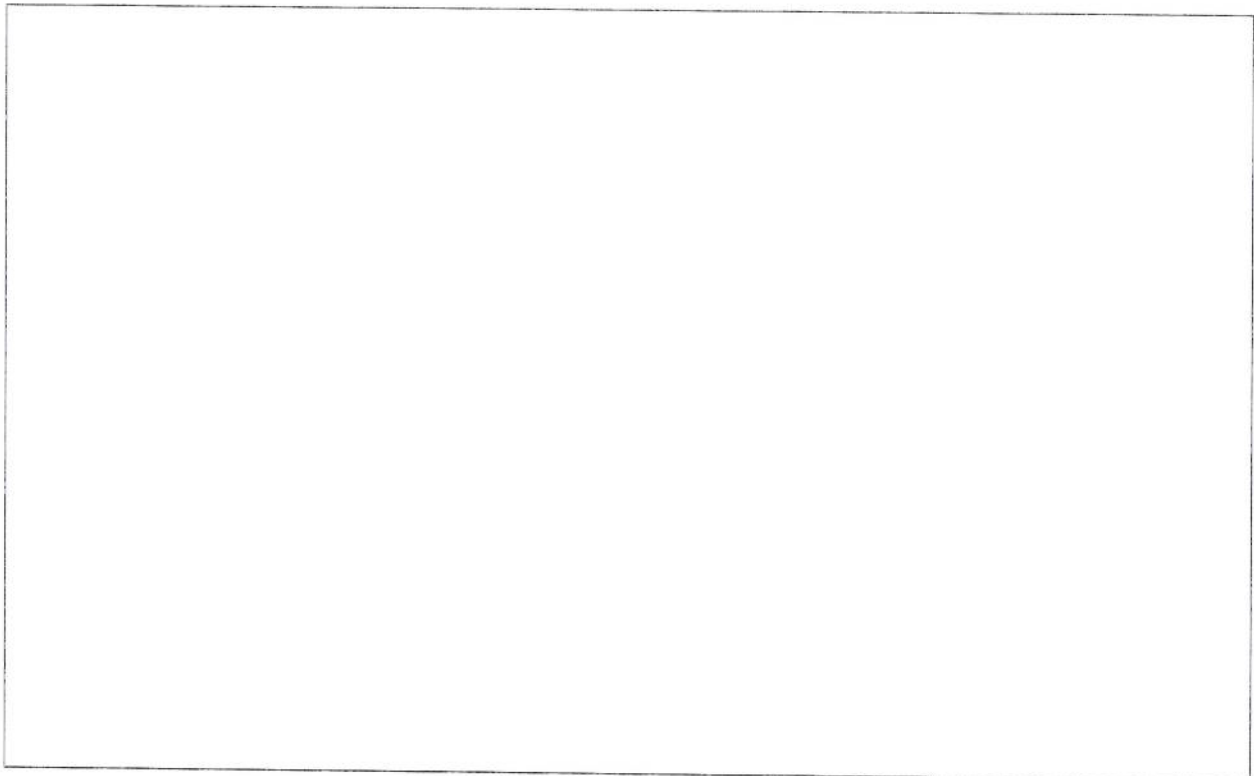
**13. Did you have the appropriate resources and equipment to do your job?**



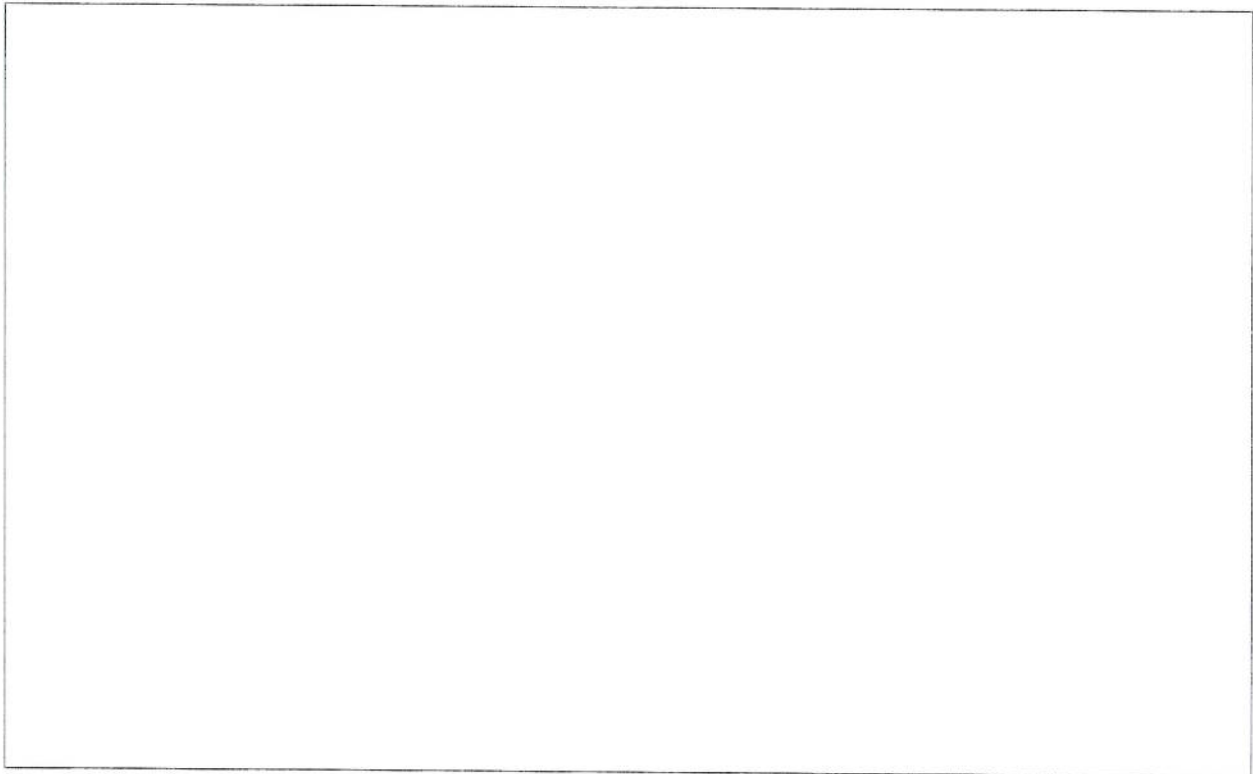
**14. Was your salary satisfactory for the job you were performing?**



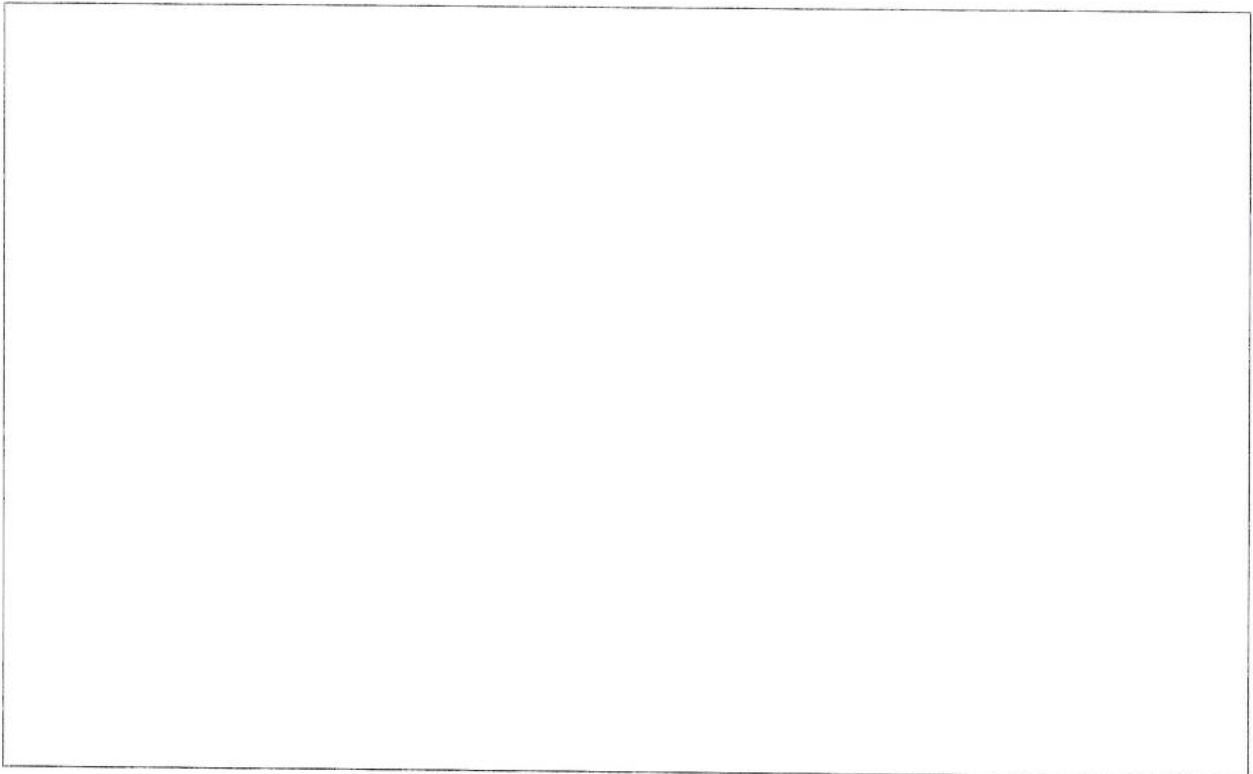
**15. Were you satisfied with the employee benefits provided?**



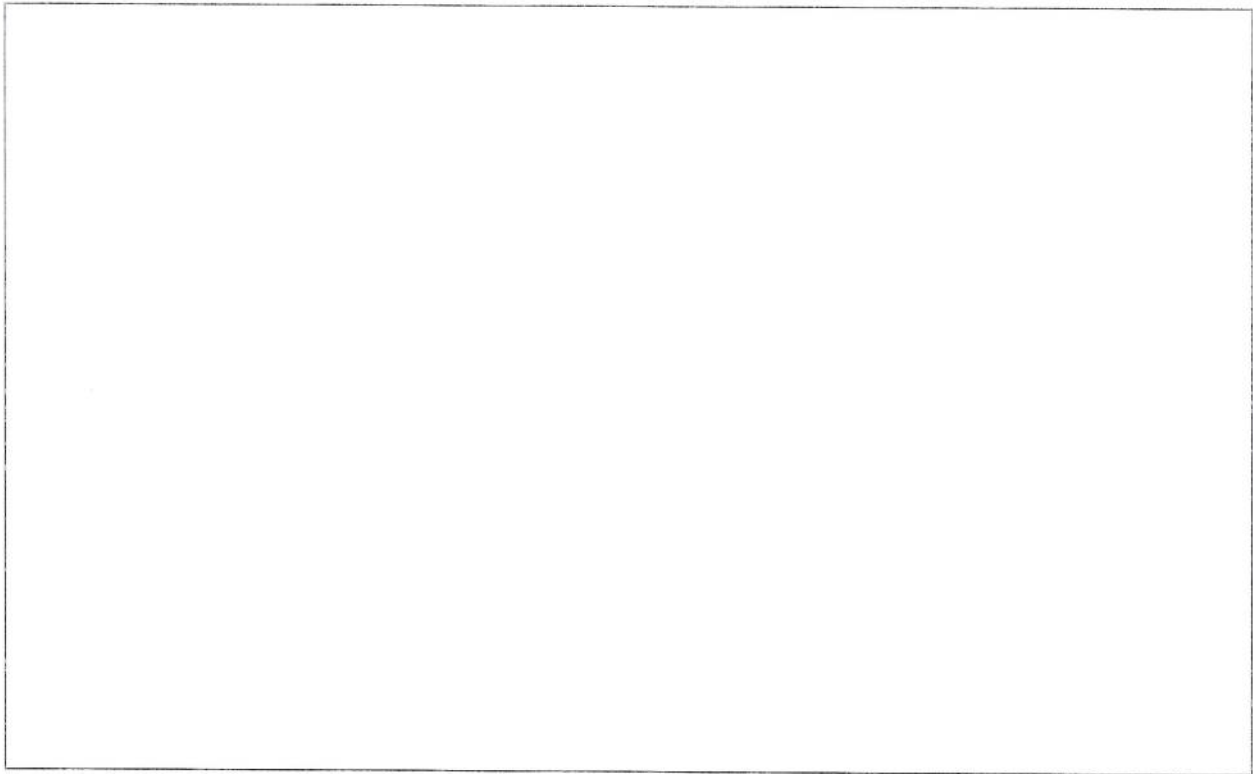
**16. Was the job realistically presented to you when you were originally hired?**



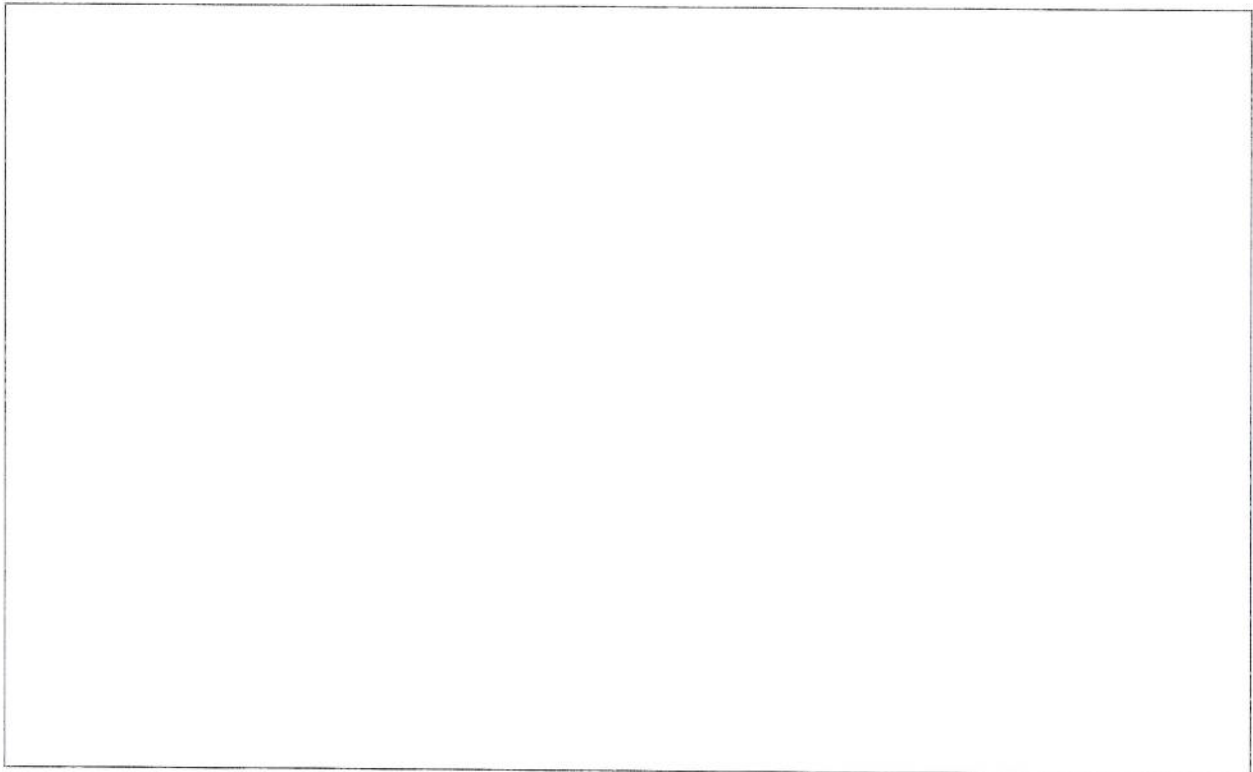
**17. Do you have any suggestions for improvement?**



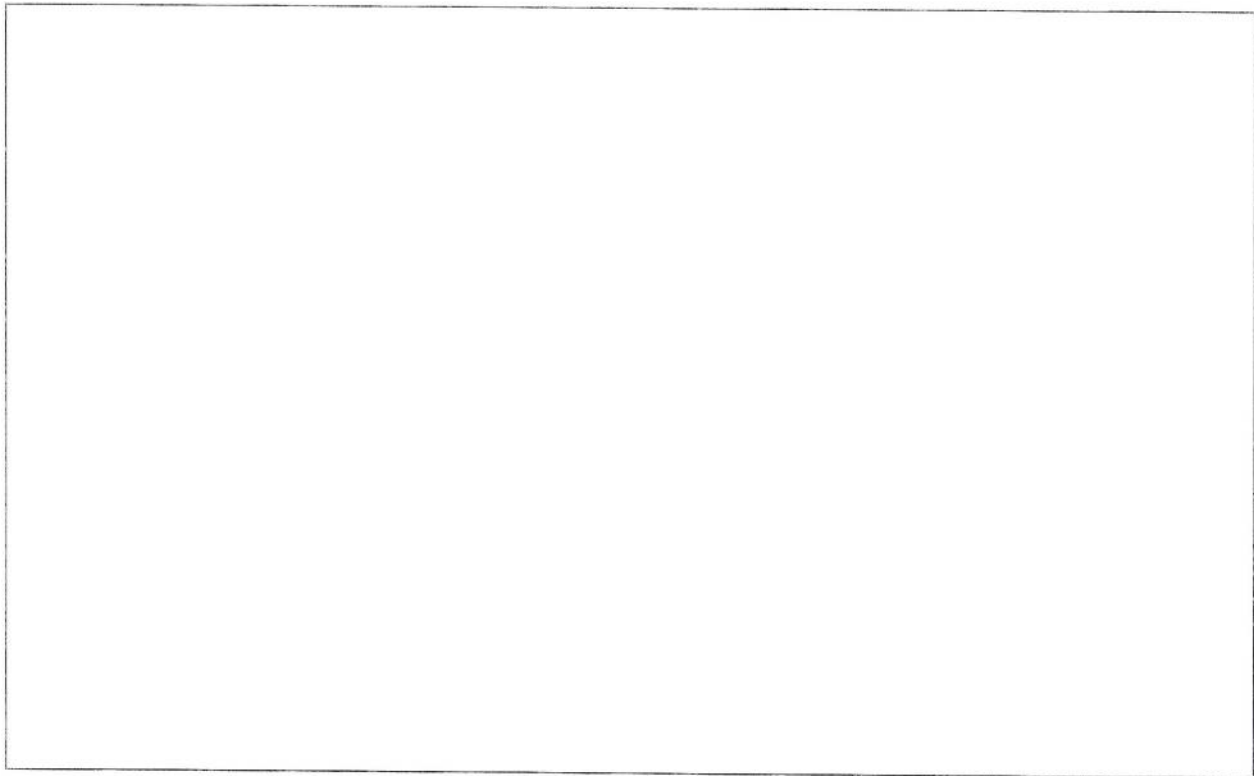
**18. Are there any changes that could have been made to prevent you from leaving?**



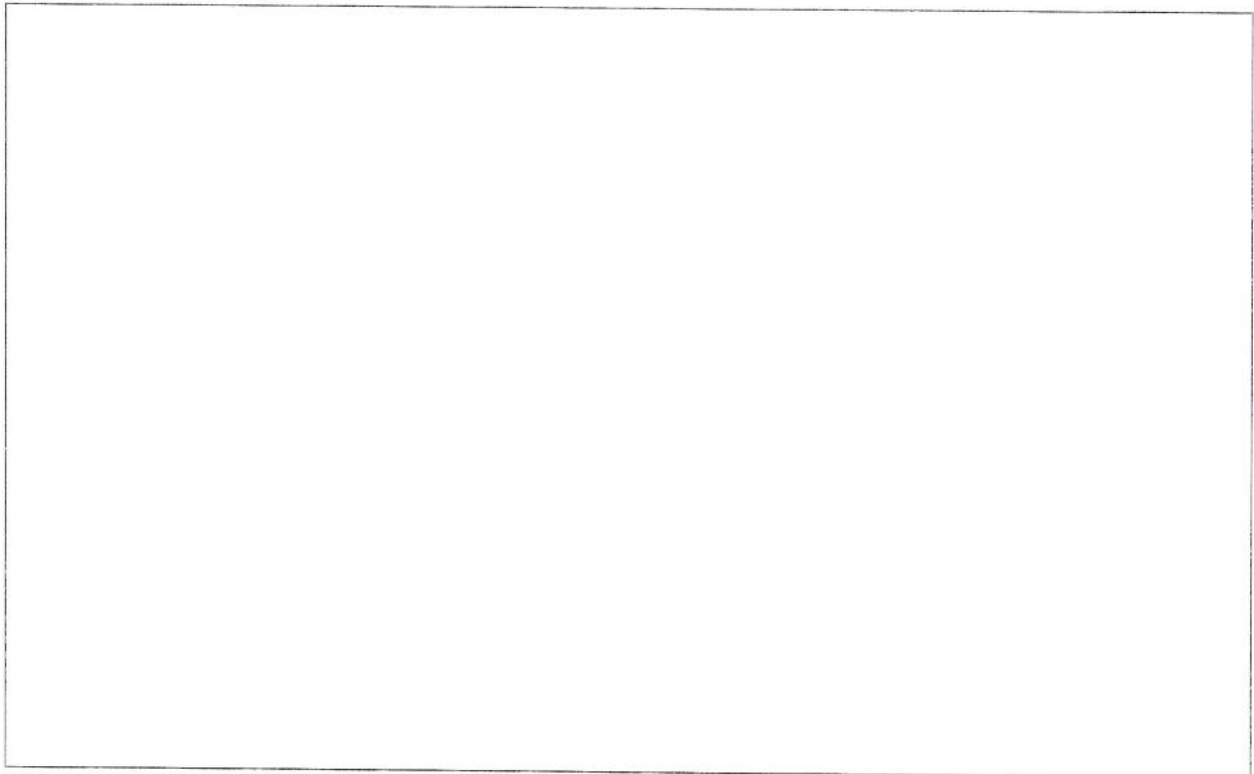
**19. Other comments, if any:**



**20. Other comments, if any:**

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**21. Other comments, if any:**

A large, empty rectangular box with a thin black border, occupying the lower half of the page. It is intended for a respondent to provide their answer to the question above.

Alternative accessible formats of this information will be provided upon request by contacting the Office of Civil Rights, P.O. Box 201001, Helena, MT 59620; (406) 444-5416; Montana Relay 711; or fax (406) 444-7243.



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