Utilization Tests – Comparison of Incumbency vs. Availability

Any Difference – A violation of this rule occurs if the incumbency percentage for a specific gender or race/ethnic group is AT ALL less than their corresponding availability percentage.

> Calculations: The gender/ethnic group's availability percentage is multiplied by the total number of people in the job group to derive the number needed to achieve availability (the "should have" number). Then the actual gender/ethnic group's headcount is subtracted from the "should have" number to derive the Additional Needed to Eliminate Problem Area. This number will always be rounded up to the next highest number. So if the calculation results in 6.3 people needed, then the displayed number will be 7 (because adding only 6 people still results in incumbency less than availability).

Whole Person – A violation of this rule occurs if the difference between the incumbency of a specific gender/ethnic group and its corresponding availability is greater than or equal to at least one whole person. The method effectively "rounds down" to the next whole person.

> Calculations: The Additional Needed to Eliminate Problem Area uses the same calculation as the Any Difference rule, only the "number needed" is rounded down. So if the true result is 6.3 people, then the displayed number will be rounded to 6, the number of people needed so that incumbency will be within one "whole person" of availability.

80% Rule – This is the standard 80% rule defined in the Uniform Guidelines. A violation of this rule occurs if incumbency is less than 80% of availability. The additional number needed is always rounded up to the next whole person.

> Calculations: Each gender/ethnic group's availability is multiplied by 80% (.80) to determine if the incumbency percentage is less than 80% of the Availability. Then each group's availability percentage is multiplied by the job group's total headcount to derive the number needed to reach availability (the "should have" number, also known as the Placement Goal) for each gender/ethnic group. Then each gender/ethnic group's current incumbency (headcount) is subtracted from its "should have" number to determine the Additional Number Needed to Eliminate Problem Area (the additional number needed to achieve 80% of availability).

80% Plus Whole Person Rule – The 80% calculation is the same as above. However, underutilization is declared if the expected number of females or minorities exceeds the actual number by at least 1.0 person and the ratio of the utilization percentage to the final availability percentage is less than 80%.

Statistical Significance – This test determines the probability that the observed difference between availability and employee percentages is due to chance. A violation of this rule occurs if the probability is less than or equal to 0.05 (i.e., the corresponding standard deviation is greater than or equal to 1.96). There are two types of statistical tests:

Standard Deviation – This test uses approximations of the standard deviation. If the standard deviation is 1.96 or greater, underutilization exists and a Yes will appear in the column for the affected group.

Exact Binomial – This test uses the (two-tail) exact Binomial Probability test to assess whether the degree of underutilization is extreme enough to be considered "beyond chance." Values less than .05 are "statistically significant", and will generate numbers in the "Additional needed..." rows.