

INTERNAL NMSU USE ONLY

Instructions in determining if a position is underutilized:

- Log into BANNER
- Enter NBAPOSN (Position Definition) into the search field
- Enter the position number that will be posted, click go
- Click on Regulatory Tab
- Review the Position Group Code
- Compare the Position Group Code to the NMSU Placement Goals Summary Job Group
- If Female or Minority Box indicates YES to an established goal, the position is underutilized.
- If underutilized, follow the OIE Memo for guidelines.

If you have additional questions about underutilization, feel free to contact the Office of Institutional Equity. Phone: 575-646-3635

Email: equity@nmsu.edu

Job Group	Gender / Race Groups	Establish Goal? Yes / No
100A - Executive Administration	Females Minority	NO NO
100B - Senior Administration	Females Minority	YES NO
100C - Senior Academic Administration	Females Minority	YES NO
100D - Ops Specialties Mgr	Females Minority	YES NO
100E - Academic Administration	Females Minority	YES YES
106F - Advrt,Mrk,Promo, Pub Rel,Sale	Females Minority	NO NO
113F - Other Administrators	Females Minority	YES NO
125F - Community and Social Service	Females Minority	NO NO
2A - ACES TT/TN Faculty	Females Minority	YES NO
2B - A&S TT/TN Faculty	Females Minority	YES NO
2C - CES TT/TN/NT	Females Minority	NO NO
2D - Bus TT/TN Faculty	Females Minority	YES NO
2E - Edu TT/TN Faculty	Females Minority	YES NO
2F - Eng TT/TN Faculty	Females Minority	YES NO
2G - HSS TT/TN Faculty	Females Minority	NO NO
2H - Lib TT/TN/NT Faculty	Females Minority	NO NO

Job Group	Gender / Race Groups	Establish Goal? Yes / No
2I - ACES NT Faculty	Females Minority	YES NO
2J - A&S NT Faculty	Females Minority	NO NO
2L - Bus NT Faculty	Females Minority	NO NO
2M - Edu NT Faculty	Females Minority	NO NO
2N - Eng NT Faculty	Females Minority	NO NO
2O - HSS NT Faculty	Females Minority	NO NO
2Q - CC TT/TN Faculty	Females Minority	NO NO
2R - CC NT Faculty	Females Minority	NO NO
300A - Athletic Professional	Females Minority	YES NO
300B - Business Operations Spec,Mgr	Females Minority	NO NO
300C - Business,Financial Operations	Females Minority	NO YES
300D - Computer Systems Managers	Females Minority	NO NO
300E - Architecture and Engineering	Females Minority	NO NO
300F - Engineer	Females Minority	YES NO
300G - Community and Social Service	Females Minority	YES NO
300H - Dir,Life,Physical,Social Sci 13	Females Minority	YES NO
300I - Auditors and Accountants	Females Minority	YES NO
300J - Lawyers	Females Minority	NO YES
300K - Art,Design,Entert,Sport,Media	Females Minority	YES NO
300L - Personal Care and Service	Females Minority	NO NO
300M - Dir,NMDA	Females Minority	NO NO
300N - Healthcare Pract,Technical	Females Minority	NO NO
300P - Dir,Install, Maint,Repair	Females Minority	NO NO

Job Group	Gender / Race Groups	Establish Goal? Yes / No
300S - Institution Commodity Analyst	Females Minority	NO NO
301D - Business Operations Specialist	Females Minority	YES YES
301E - Misc Bus Operations Spec,Mgr	Females Minority	YES NO
301H - Media and Communication	Females Minority	NO NO
301I - Fundraisers	Females Minority	NO YES
302B - Other Personal Care,Service	Females Minority	YES NO
302E - Life,Physical,Social Science	Females Minority	YES YES
302G - Mgr,Community,Social Service	Females Minority	YES YES
302H - Business,Financial Operations	Females Minority	YES NO
303H - Computer and Mathematical	Females Minority	NO YES
304H - Business,Financial Operations	Females Minority	NO YES
305B - Human Resources Specialists	Females Minority	NO YES
305D - Mgr/Supv,Building and Grounds	Females Minority	YES NO
305E - Physical Scientists	Females Minority	NO NO
306D - Entertainers,Performers,Sports	Females Minority	YES NO
306E - Life Science	Females Minority	YES NO
307D - Mgr/Supv,Food Prep,Serving	Females Minority	NO NO
308E - Post Doctoral	Females Minority	NO NO
308H - Art and Design Workers	Females Minority	NO NO
309E - Misc Bus Operations Specialist	Females Minority	YES NO
310H - Web Developers	Females Minority	NO NO

Job Group	Gender / Race Groups	Establish Goal? Yes / No
311H - Software Developer,Programmer	Females Minority	YES
		NO
312E - Media and Communication	Females Minority	YES
		NO
313H - DBA,Syst Admin,Network Archit	Females Minority	NO
		YES
315D - Instructional Coordinators	Females Minority	NO
		YES
315E - Other Edu,Training,Library	Females Minority	YES
		NO
317E - Business Operations Spec,Sr	Females Minority	NO
		NO
318E - Social Scientists,Related	Females Minority	NO
		NO
319E - Counselors	Females Minority	NO
		NO
322E - Misc,Financial Specialists	Females Minority	YES
		NO
324E - Librarian/Curator	Females Minority	NO
		NO
327E - Aircraft Pilot,Flight Engineer	Females Minority	NO
		NO
329E - Fire Fighting and Prevention	Females Minority	NO
		NO
331E - Special Edu Teachers,Preschool	Females Minority	NO
		NO
333E - Other Protective Service	Females Minority	NO
		NO
334E - Other Teachers and Instructors	Females Minority	NO
		NO
339E - Designers	Females Minority	NO
		NO
342E - Law Enforcement Workers	Females Minority	YES
		YES
343E - Education,Training,Library	Females Minority	NO
		NO
344E - Computer Occupations	Females Minority	NO
		NO
401A - Occup Health,Safety Spec,Tech	Females Minority	NO
		NO
402G - Health Technologist,Technician	Females Minority	NO
		NO
403A - Health Diagnos,Treating Pract	Females Minority	NO
		NO
404A - Health Technologist,Technician	Females Minority	NO
		NO

Job Group	Gender / Race Groups	Establish Goal? Yes / No
409A - Drafters,Eng Tech,Mapping Tech	Females Minority	NO
		YES
412A - Computer User Support Spec	Females Minority	YES
		NO
414A - First-Line Supv Comp Supp Tech	Females Minority	YES
		NO
415A - Instructional,Lab Tech	Females Minority	NO
		NO
417A - Research,Lab Tech	Females Minority	NO
		YES
418A - First-Line Supv Engineer Tech	Females Minority	NO
		NO
421A - Agricultural Workers	Females Minority	NO
		NO
423A - First-Line Supv Ag Inspectors	Females Minority	NO
		NO
426A - Production Occupations	Females Minority	NO
		NO
500A - Administrative Assistant	Females Minority	YES
		NO
501A - Executive Admin Asst	Females Minority	NO
		NO
501C - Financial Clerks	Females Minority	NO
		NO
502A - Secretaries,Admin Asst,Assoc	Females Minority	NO
		YES
503A - Office Clerks,General	Females Minority	NO
		NO
503C - Information and Record Clerks	Females Minority	YES
		NO
505A - Secretaries,Admin Asst,Inter	Females Minority	NO
		NO
506A - Program Coordinator	Females Minority	YES
		NO
507C - Computer Oper/Data Entry/Info	Females Minority	NO
		NO
508A - Mater Record,Sched,Disp,Distro	Females Minority	YES
		YES
508C - Social,Human Service Assistant	Females Minority	NO
		NO
509C - Supv Office,Admin Support	Females Minority	NO
		NO

Job Group	Gender / Race Groups	Establish Goal? Yes / No
510C - Library Tech	Females	YES
	Minority	NO
512C - Sales and Related Occupations	Females	NO
	Minority	YES
514C - Teacher Assistants	Females	NO
	Minority	NO
600A - Construction Trades Workers	Females	NO
	Minority	YES
601A - First-Line Supv, Const, Trade	Females	NO
	Minority	NO
602A - First-Ln Supv Instal, Main, Repr	Females	YES
	Minority	YES
603A - Install, Main, Repair	Females	NO
	Minority	NO
604A - Helper-Install, Maint, Repair	Females	NO
	Minority	YES
605A - Veh, Equip Mech, Install, Repair	Females	NO
	Minority	NO
606A - Electrician	Females	NO
	Minority	NO
607A - Pipelayer-fit, Plumb, Steamfit	Females	NO
	Minority	NO
700A - Building Cleaning Workers	Females	NO
	Minority	NO
701A - Grounds Maintenance Workers	Females	YES
	Minority	YES
706A - Transportation, Material Moving	Females	NO
	Minority	NO
709A - First-Line Supv Farm/Ranch	Females	NO
	Minority	NO
710A - Food Prep, Serving Related	Females	NO
	Minority	NO
713A - Police Officers	Females	YES
	Minority	NO
715A - Fire Fighter	Females	NO
	Minority	NO
716A - First-Line Supv Law Enforcemnt	Females	NO
	Minority	YES
717A - Security Guards	Females	NO
	Minority	NO
720A - Media, Communication Equipment	Females	YES
	Minority	NO
728A - First-Line Supv of Production	Females	NO
	Minority	NO
730A - First-Ln Supv Transp, Mat Move	Females	NO
	Minority	NO

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