

EEOP Short Form



Thu Jan 14 10:34:25 EST 2010

Step 1: Introductory Information

Grant Title:	Walker County/City of Huntsville recovery Act JAG	Grant Number:	2009-SB-B9-3085
Grantee Name:	Walker County	Award Amount:	\$102,492.00
Grantee Type:	Local Government Agency		
Address:	1100 University Ave, PO Box 1260 Huntsville, Texas 77340		
Contact Person:	Danny Pierce	Telephone #:	936-436-4910
Contact Address:	1100 University Ave Huntsville, Texas 77340		
DOJ Grant Manager:	Esmeralda C Womack	DOJ Telephone #:	202-353-3450

Policy Statement:

Walker County is committed to providing equal employment opportunity to all applicants and employees in all its employment practices and to providing a work environment free of discrimination and/or harassment on the basis of race, color, age, religion, national origin, sex, sexual orientation, disability, veteran or Vietnam area veteran status, the filing of a workers' compensation claim in good faith, political affiliation, genetic information or any other category protected by law.

Utilization Analysis Chart
Relevant Labor Market: Walker County, Texas

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	24/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	12/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,360/50%	110/4%	120/4%	0/0%	25/1%	0/0%	4/0%	895/33%	60/2%	115/4%	15/1%	4/0%	4/0%	10/0%
Utilization #/%	17%	-4%	-4%	0%	-1%	0%	-0%	0%	-2%	-4%	-1%	-0%	-0%	-0%
Professionals														
Workforce #/%	23/50%	2/4%	3/7%	1/2%	0/0%	0/0%	0/0%	15/33%	0/0%	2/4%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,445/36%	45/1%	95/2%	0/0%	30/1%	4/0%	0/0%	1,980/50%	110/3%	205/5%	15/0%	25/1%	0/0%	30/1%
Utilization #/%	14%	3%	4%	2%	-1%	-0%	0%	-17%	-3%	-1%	-0%	-1%	0%	-1%
Technicians														
Workforce #/%	7/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	230/31%	70/9%	20/3%	0/0%	0/0%	0/0%	0/0%	340/45%	4/1%	80/11%	4/1%	0/0%	0/0%	4/1%
Utilization #/%	57%	-9%	-3%	0%	0%	0%	0%	-33%	-1%	-11%	-1%	0%	0%	-1%
Protective Services: Sworn-Officials														
Workforce #/%	12/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	950/47%	165/8%	210/10%	0/0%	0/0%	0/0%	0/0%	425/21%	25/1%	225/11%	20/1%	0/0%	0/0%	0/0%
Utilization #/%	39%	-8%	-10%	0%	0%	0%	0%	-7%	-1%	-11%	-1%	0%	0%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	12/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	750/31%	225/9%	320/13%	15/1%	0/0%	0/0%	15/1%	740/31%	110/5%	250/10%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	61%	-9%	-13%	-1%	0%	0%	-1%	-23%	-5%	-10%	0%	0%	0%	0%
Protective Services: Non-sworn														
Workforce #/%	22/39%	3/5%	2/4%	0/0%	0/0%	0/0%	0/0%	20/35%	9/16%	1/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-61%	5%	4%	0%	0%	0%	0%	35%	16%	2%	0%	0%	0%	0%
Administrative Support														

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Workforce #/%	3/3%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	73/78%	11/12%	4/4%	1/1%	0/0%	0/0%	0/0%
CLS #/%	1,385/23%	100/2%	295/5%	10/0%	0/0%	0/0%	20/0%	3,170/52%	275/5%	755/12%	0/0%	40/1%	0/0%	10/0%
Utilization #/%	-20%	-2%	-4%	-0%	0%	0%	-0%	26%	7%	-8%	1%	-1%	0%	-0%
Skilled Craft														
Workforce #/%	35/66%	2/4%	12/23%	0/0%	0/0%	0/0%	0/0%	4/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,320/65%	280/14%	240/12%	25/1%	15/1%	0/0%	10/0%	80/4%	30/1%	40/2%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	1%	-10%	11%	-1%	-1%	0%	-0%	4%	-1%	-2%	0%	0%	0%	0%
Service/Maintenance														
Workforce #/%	2/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/67%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,175/32%	945/14%	940/14%	20/0%	35/1%	0/0%	20/0%	1,330/20%	385/6%	910/13%	20/0%	10/0%	0/0%	0/0%
Utilization #/%	1%	-14%	-14%	-0%	-1%	0%	-0%	-20%	-6%	53%	-0%	-0%	0%	0%

Law Enforcement Category Rank Chart

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Chief														
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant														
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sargent														
Workforce #/%	4/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Detective														
Workforce #/%	4/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	12/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Human Resources Office (HR) for Walker County and the Walker County Sheriff's Office (WCSO) made the following observations:

In the Officials/Administrators category, most of the positions are elected officials therefore the Utilization Analysis Chart is not meaningful insofar as affecting the pool of candidates for these positions. In the Protective Service: Non-sworn and the Administrative services categories, white males are under represented (-61%) and (-20%) respectively. Given the small numbers in the job categories Technician (8), Protective Services: Sworn--Patrol Officers (14), Sworn-Patrol Officers(13), and Service Maintenance (6), it is difficult to interpret the level of underutilization in each job category as significant in relation to the relevant community labor market; nonetheless, it is noteworthy that in all except Service Maintenance white males are over represented. In keeping with the WCSO's commitment to having a workforce that reflects the community it serves, the WCSO will examine its recruitment and retention practices to see if there may be ways to attract more Hispanic men, black men and women to apply for entry-level patrol officer positions.

Step 5 & 6: Objectives and Steps

1. Identify any barriers in recruitment that might deter Women from applying for Professional positions.

a. Our organization will review all employment organizational data related to the Professional job category to identify any issues that may pose barriers for White, Hispanic or Latino, and Black or African American women (e.g., review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertizing practices; determine whether there are in-house career paths; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices).

2. Target Hispanic and black or African American males and women in deputy recruitment campaigns

a. Our organization will designate a person from WCSO to serve as a liaison and outreach coordinator to educational institutions and professional organizations with significant women members. In the next twelve months, our organization will make contacts with at least the following institutions: Sam Houston State University Job Placement Department and student activities office to obtain contact information about recent graduates that might be interested in government service positions.

Step 7a: Internal Dissemination

1. Send a county wide email to all employees that a copy of the EEOP Short form is available on request in the Treasurer's office.
2. Place a copy of the EEOP in the new employee orientation materials.
3. Posting a copy in the breakrooms in the Courthouse, Annex, Justice Center and Jail.

Step 7b: External Dissemination

1. Post a copy of the EEOP Short form on the countys website.
2. Distribute a copy of the EEOP Short form to theHuntsville and New Waverly Public Libraries.
3. Include on all job announcements for WCSO positions that applicants may obtain a copy of the WCSOs EEOP Short Form on request.

I understand the regulatory obligation under 28 C.F.R. 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

Danny Quinn *Co. Judge* *11/7-10*
[signature] [title] [date]