

EEOP Utilization Report



Thu Sep 22 16:04:31 EDT 2016

Step 1: Introductory Information

Grant Title:	Texas Department of Criminal Justice	Grant Number:	n/a
Grantee Name:	Bell County	Award Amount:	\$2,026,017.00
Grantee Type:	Local Government Agency		
Address:	101 E. Central Belton, Texas 76513		
Contact Person:	Deborah Brown	Telephone #:	254-933-5124
Contact Address:	PO Box 454 Belton, Texas 76513		
DOJ Grant Manager:	Adele Bahr	DOJ Telephone #:	512-475-0344

Grant Title:	Drug Court Discretionary Grant Program	Grant Number:	2197105
Grantee Name:	Bell County	Award Amount:	\$80,034.00
Grantee Type:	Local Government Agency		
Address:			
Contact Person:		Telephone #:	254-933-5124
Contact Address:	P.O. Box 454 Belton, Texas 76513		
DOJ Grant Manager:		DOJ Telephone #:	

Grant Title:	Texas Juvenile Justice Department	Grant Number:	A-2015-014
Grantee Name:	Bell County	Award Amount:	\$964,887.00
Grantee Type:	Local Government Agency		
Address:	101 E. Central Belton, Texas 76513		
Contact Person:	Deborah Brown	Telephone #:	254-933-5124
Contact Address:	PO Box 454 Belton, Texas 76513		
DOJ Grant Manager:	Tonya Gonzales	DOJ Telephone #:	512-490-7977

Policy Statement:

Policy Statement:

It shall be the policy of Bell County to afford equal employment opportunity by selecting, promoting, or transferring the most qualified person for each job opening without regard to race, color, religion, national origin, sex, disability, or age. The County's policy shall also extend to demotions, raises, terminations of employment, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment. Additionally, it is the policy of this county to provide its employees a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee of Bell County who fails to comply with this policy is subject to appropriate disciplinary action.

Step 4b: Narrative Underutilization Analysis

The following analysis was based upon calculations conducted by the U.S. Department of Justice online system for an Equal Employment Opportunity Plan-Utilization Review Form. The online system compares the labor force of the employees of Bell County to the relevant community labor statistics of Bell County.

The online system performs statistical analysis for job categories with thirty or more employees and then displays any job categories that have underutilization of two or more standard deviations. The calculations indicate that it is unlikely that the underutilization is based on chance. Using this data, Bell County will review our application process, hiring process and promotion procedures to try and insure that we maintain a workforce that is reflective of our community. We review our systems and procedures to insure there are no obstacles to any applicant, and that our process is fair and continues to expand as our county grows. The results of the online system are noted below.

(see attached for further details)

Step 5 & 6: Objectives and Steps

1. To provide equal employment opportunities to White females when filling vacancies in key areas.

- a. The Human Resources Department will periodically review job descriptions, job applications, and general qualifications to ensure that a disparate impact does not exist with White females in Bell County in the job categories.
- b. Better utilize social media such as ZIP Recruiter and I-Applicant for increased applicant outreach in over 100+ websites used for job searches.
- c. Share all job postings with Texas Workforce Commission, University of Mary Hardin Baylor, Texas A&M University of Central Texas and Temple College.
- d. Continue to educate hiring managers in all Departments having these positions on equal opportunity hiring practices.
- e. Participate when available in local university/college Job Fairs.

2. To provide equal employment opportunities for Black or African American females when filling vacancies.

- a. The Human Resources Department will periodically review job descriptions, job applications, and general qualifications to ensure that a disparate impact does not exist with African American females in Bell County in the job categories.
- b. Better utilize social media such as ZIP Recruiter and I-Applicant for increased applicant outreach in over 100+ websites used for job searches.
- c. Share all job postings with Texas Workforce Commission, University of Mary Hardin Baylor, Texas A&M University of Central Texas and Temple College.
- d. Continue to educate hiring managers in all Departments having these positions on equal opportunity hiring practices.
- e. Participate when available in local university/college Job Fairs.

3. To provide equal employment opportunities for Hispanic females when filling vacancies

- a. The Human Resources Department will periodically review job descriptions, job applications, and general qualifications to ensure that a disparate impact does not exist with Hispanic females in Bell County in the job categories.
- b. Better utilize social media such as ZIP Recruiter and I-Applicant for increased applicant outreach in over 100+ websites used for job searches.
- c. Share all job postings with Texas Workforce Commission, University of Mary Hardin Baylor, Texas A&M University of Central Texas and Temple College.
- d. Continue to educate hiring managers in all Departments having these positions on equal opportunity hiring practices.
- e. Participate when available in local university/college Job Fairs.

Step 7a: Internal Dissemination

Bell County will disseminate our EEOP Utilization Report by posting it on our website, thereby making it available to all employees and the general public. Bell County will make copies of the EEOP Utilization Report available to all employees

upon request. The Human Resources Department will give copies of the EEOP Utilization Report to all Bell County elected officials and department heads. We will maintain a hard copy of the report at HR Office, and provide a copy to any vendor, organization or library requesting a copy. The report will be made available to County social media accounts when activated.

Step 7b: External Dissemination

Bell County will post its EEOP Utilization Report on the County website, thus making it available for all County entities and residents. Bell County will inform all recruitment sources, both verbally and in writing, of the commitment to equal opportunity employment. Furthermore, Bell County will provide a hard copy of the report when requested, will keep a copy at our HR Office ready to review and provide a copy of the report to any vendor requesting a copy. The report will be made available to County social media accounts when activated.

Utilization Analysis Chart
Relevant Labor Market: Bell 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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	28/61%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/33%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,010/40%	565/5%	605/5%	10/0%	135/1%	0/0%	30/0%	35/0%	3,890/31%	720/6%	905/7%	0/0%	295/2%	0/0%	80/1%	100/1%
Utilization #/%	20%	-0%	-5%	-0%	-1%	0%	-0%	-0%	1%	-6%	-5%	0%	-2%	0%	-1%	-1%
Professionals																
Workforce #/%	59/33%	4/2%	10/6%	2/1%	2/1%	0/0%	0/0%	0/0%	64/36%	14/8%	17/9%	4/2%	3/2%	0/0%	0/0%	0/0%
CLS #/%	5,645/28%	820/4%	880/4%	25/0%	290/1%	0/0%	70/0%	0/0%	8,535/42%	1,360/7%	1,865/9%	20/0%	300/1%	75/0%	195/1%	135/1%
Utilization #/%	5%	-2%	1%	1%	-0%	0%	-0%	0%	-6%	1%	0%	2%	0%	-0%	-1%	-1%
Technicians																
Workforce #/%	8/24%	4/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	14/42%	4/12%	2/6%	1/3%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,075/24%	295/7%	395/9%	45/1%	10/0%	90/2%	10/0%	0/0%	1,385/31%	390/9%	585/13%	0/0%	25/1%	0/0%	50/1%	70/2%
Utilization #/%	-0%	5%	-9%	-1%	-0%	-2%	-0%	0%	11%	3%	-7%	3%	-1%	0%	-1%	-2%
Protective Services: Sworn-Officials																
Workforce #/%	50/51%	19/19%	9/9%	0/0%	1/1%	0/0%	0/0%	0/0%	11/11%	4/4%	3/3%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,405/44%	375/12%	620/19%	10/0%	4/0%	0/0%	60/2%	70/2%	380/12%	130/4%	120/4%	0/0%	0/0%	0/0%	10/0%	0/0%
Utilization #/%	7%	8%	-10%	-0%	1%	0%	-2%	-2%	-1%	-0%	-1%	1%	0%	0%	-0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	67/54%	20/16%	12/10%	0/0%	2/2%	0/0%	0/0%	0/0%	13/11%	4/3%	4/3%	0/0%	1/1%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,725/26%	2,240/16%	1,815/13%	15/0%	80/1%	130/1%	159/1%	30/0%	2,645/18%	1,430/10%	1,605/11%	50/0%	130/1%	60/0%	89/1%	120/1%
Utilization #/%	28%	1%	-3%	-0%	1%	-1%	-1%	-0%	-8%	-7%	-8%	-0%	-0%	-0%	-1%	-1%
Protective Services: Non-sworn																

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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Workforce #/%	58/27%	26/12%	41/19%	3/1%	1/0%	0/0%	0/0%	0/0%	32/15%	13/6%	38/17%	3/1%	3/1%	0/0%	0/0%	0/0%
CLS #/%	80/46%	10/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	55/32%	19/11%	0/0%	0/0%	0/0%	0/0%	10/6%	0/0%
Utilization #/%	-19%	6%	19%	1%	0%	0%	0%	0%	-17%	-5%	17%	1%	1%	0%	-6%	0%
Administrative Support																
Workforce #/%	61/7%	8/1%	10/1%	0/0%	1/0%	0/0%	0/0%	122/13%	320/35%	94/10%	37/4%	0/0%	10/1%	0/0%	0/0%	242/27%
CLS #/%	6,120/18%	1,950/6%	2,340/7%	55/0%	385/1%	40/0%	195/1%	70/0%	12,885/39%	3,705/11%	4,355/13%	55/0%	615/2%	90/0%	300/1%	125/0%
Utilization #/%	-12%	-5%	-6%	-0%	-1%	-0%	-1%	13%	-3%	-1%	-9%	-0%	-1%	-0%	-1%	26%
Skilled Craft																
Workforce #/%	89/73%	28/23%	1/1%	1/1%	1/1%	0/0%	0/0%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,945/58%	2,880/24%	1,040/9%	60/1%	105/1%	4/0%	165/1%	35/0%	290/2%	180/2%	55/0%	10/0%	65/1%	25/0%	20/0%	0/0%
Utilization #/%	14%	-1%	-8%	0%	-0%	-0%	-1%	-0%	-1%	-2%	-0%	-0%	-1%	-0%	-0%	0%
Service/Maintenance																
Workforce #/%	4/11%	8/22%	1/3%	0/0%	1/3%	0/0%	0/0%	0/0%	5/14%	15/41%	2/5%	1/3%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,620/24%	5,285/15%	4,505/13%	40/0%	500/1%	245/1%	285/1%	120/0%	6,930/20%	3,665/10%	3,675/10%	115/0%	795/2%	220/1%	390/1%	110/0%
Utilization #/%	-13%	7%	-10%	-0%	1%	-1%	-1%	-0%	-6%	30%	-5%	2%	-2%	-1%	-1%	-0%

Significant Underutilization 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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Protective Services: Sworn-Officials			✓													
Protective Services: Sworn-Patrol Officers									✓	✓	✓					
Protective Services: Non-sworn	✓								✓	✓					✓	
Administrative Support	✓	✓	✓		✓		✓		✓		✓				✓	
Skilled Craft			✓													

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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
APO Tech																
Workforce #/%	1/100%	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%	0/0%	0/0%
Investigator																
Workforce #/%	11/46%	8/33%	2/8%	0/0%	0/0%	0/0%	0/0%	0/0%	2/8%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%
Correctional Officer																
Workforce #/%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Courts and Transportation																
Workforce #/%	11/38%	5/17%	5/17%	0/0%	0/0%	0/0%	0/0%	0/0%	3/10%	2/7%	3/10%	0/0%	0/0%	0/0%	0/0%	0/0%
Constable Deputy																
Workforce #/%	7/58%	1/8%	1/8%	0/8%	1/8%	0/0%	0/0%	0/0%	0/0%	2/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Corporal																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	9/75%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	2/40%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Deputy/Financial																
Workforce #/%	1/100%	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%	0/0%	0/0%
Corrections Admin.																
Workforce #/%	0/0%	0/0%	1/100%	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%
Lt. II																
Workforce #/%	1/100%	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%	0/0%	0/0%
Chief Deputy																
Workforce #/%	1/100%	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%	0/0%	0/0%
Constable																
Workforce #/%	2/50%	2/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sheriff																
Workforce #/%	1/100%	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%	0/0%	0/0%

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	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Protective Services: Sworn-Patrol Officers																
Workforce #/%	67/54%	20/16%	12/10%	0/2%	2/2%	0/0%	0/0%	0/0%	13/11%	4/3%	4/3%	0/0%	1/1%	0/0%	0/0%	0/0%

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 Utilization Report.

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

Certified As Final By: Steve Cook

Dir. of Human Resources

09-13-2016

[signature]

[title]

[date]