

EEOP Utilization Report



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Step 1: Introductory Information

Policy Statement:

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It is the policy of Guadalupe County to recruit, select, hire, train, retain and promote the most qualified persons available without regard to race, color, religion, sex, age, disability or national origin. Guadalupe County will also base selection, hiring, placement and promotion decisions on valid requirements and criteria that are job related, and essential and necessary job functions of the job. All employment practices including compensation, benefits, promotion, training, termination, transfer, demotion and reduction in force will be administered objectively and without regard to race, color, national origin, religion, creed, sex, age or disability.

Additionally, it is Guadalupe County Policy to provide any employee or applicant for employment a viable means for communicating and resolving grievances and complaints regarding alleged unlawful discriminatory employment practice with the Guadalupe County Human Resource Director who will investigate the charge.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Chart, The Human Resource Office for Guadalupe County made the following observations after comparing the County's workforce to the relevant labor market:

Protective Services for sworn officers shows an underutilization of -16% for hispanic males and a -15% for hispanic females. Non sworn officers shows an underutilization of -11% for hispanic females and -15% for black females. Guadalupe County will continue to recruit and hire qualified applicants for any protective service positions that become available.

Administrative Support category shows a -18% for white males and -9% for hispanic males. Again, Guadalupe County will continue to recruit and hire qualified applicants for these positions as they come available.

In keeping with Guadalupe County's commitment to hiring qualified applicants for positions within it's workforce, we will continue to follow our recruitment practices with hiring the most qualified individuals.

Step 5 & 6: Objectives and Steps

1. Focus on recruiting females and minorities.

- a. Guadalupe County will continue to post open job positions in public newspapers and on the public internet website. Guadalupe County will also post open positions on the Texas Workforce website to reach a greater number of individuals seeking employment.

Step 7a: Internal Dissemination

1. Post a copy of the EEOP Utilization Report on the Guadalupe County 's public website.
2. Include a copy of the EEOP Utilization Report with other announcements in the Guadalupe County Human Resources office.
3. Have copies of the Utilization Report available in the Guadalupe County Human Resources Office upon request.

Step 7b: External Dissemination

1. Post a copy of the EEOP Utilization Report on the Guadalupe County public website.
2. Have available to the public a copy of the Guadalupe County EEOP Utilization Report on request.

Utilization Analysis Chart
Relevant Labor Market: Guadalupe 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 #/%	4/36%	2/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/36%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,605/42%	570/15%	115/3%	0/0%	60/2%	0/0%	0/0%	10/0%	1,130/29%	305/8%	60/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-5%	3%	-3%	0%	-2%	0%	0%	0%	7%	1%	-2%	0%	0%	0%	0%	0%
Professionals																
Workforce #/%	6/24%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	17/68%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,245/25%	515/10%	105/2%	0/0%	20/0%	0/0%	10/0%	0/0%	2,240/44%	785/16%	85/2%	0/0%	50/1%	0/0%	0/0%	0/0%
Utilization #/%	-1%	-6%	-2%	0%	-0%	0%	-0%	0%	24%	-12%	-2%	0%	-1%	0%	0%	0%
Technicians																
Workforce #/%	5/62%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	2/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	230/27%	180/21%	35/4%	0/0%	35/4%	0/0%	0/0%	0/0%	250/29%	90/11%	20/2%	0/0%	0/0%	0/0%	15/2%	0/0%
Utilization #/%	36%	-21%	-4%	0%	8%	0%	0%	0%	-29%	14%	-2%	0%	0%	0%	-2%	0%
Protective Services:																
Sworn-Officials																
Workforce #/%	23/66%	10/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	285/43%	240/36%	15/2%	0/0%	10/1%	0/0%	0/0%	0/0%	85/13%	15/2%	20/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	23%	-7%	-2%	0%	-1%	0%	0%	0%	-10%	1%	-3%	0%	0%	0%	0%	0%
Protective Services:																
Sworn-Patrol Officers																
Workforce #/%	39/67%	7/12%	3/5%	0/0%	1/2%	0/0%	0/0%	0/0%	4/7%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,475/25%	1,610/28%	90/2%	0/0%	19/0%	0/0%	0/0%	15/0%	965/17%	1,260/22%	225/4%	0/0%	45/1%	0/0%	40/1%	10/0%
Utilization #/%	42%	-16%	4%	0%	1%	0%	0%	-0%	-10%	-15%	-4%	0%	-1%	0%	-1%	-0%
Protective Services: Non-sworn																
Workforce #/%	42/34%	31/25%	8/6%	0/0%	0/0%	0/0%	0/0%	0/0%	19/15%	14/11%	10/8%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	25/23%	25/23%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/9%	25/23%	25/23%	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
	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%
Administrative Support	11%	2%	6%	0%	0%	0%	0%	0%	6%	-11%	-15%	0%	0%	0%	0%	0%
Workforce #/%	13/6%	5/2%	2/1%	0/0%	0/0%	0/0%	0/0%	125/59%	62/29%	5/2%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,330/24%	1,130/12%	145/2%	10/0%	10/0%	30/0%	10/0%	3,695/38%	1,840/19%	230/2%	15/0%	100/1%	0/0%	40/0%	10/0%	10/0%
Utilization #/%	-18%	-9%	-1%	-0%	-0%	-0%	-0%	20%	10%	-0%	0%	-1%	0%	-0%	-0%	-0%
Skilled Craft	36/72%	13/26%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Workforce #/%	1,825/45%	1,580/39%	180/4%	10/0%	70/2%	0/0%	15/0%	120/3%	215/5%	25/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	27%	-13%	-4%	-0%	-2%	0%	-0%	-1%	-5%	-1%	0%	0%	0%	0%	0%	0%
Utilization #/%	30/54%	12/21%	1/2%	0/0%	0/0%	0/0%	0/0%	6/11%	7/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Service/Maintenance	2,830/25%	3,400/30%	445/4%	0/0%	115/1%	10/0%	0/0%	1,450/13%	2,365/21%	545/5%	0/0%	0/0%	175/2%	0/0%	60/1%	10/0%
Workforce #/%	29%	-8%	-2%	0%	-1%	-0%	0%	-2%	-8%	-5%	0%	0%	-2%	0%	-1%	-0%
CLS #/%	Utilization #/%															

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-Patrol Officers		✓								✓						
Protective Services: Non-sworn										✓						
Administrative Support	✓															

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
Lieutenants																
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%
Captain																
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%
Sergeant																
Workforce #/%	5/71%	2/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Deputy Constable																
Workforce #/%	5/62%	2/25%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Investigator																
Workforce #/%	10/67%	4/27%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services:																
Sworn-Patrol Officers																
Workforce #/%	39/67%	7/12%	3/5%	0/2%	1/2%	0/0%	0/0%	4/7%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

