

EEO Utilization Report

Organization Information

Name: Harris County

City: Houston

State: TX

Zip: 77002

Type: County/Municipal Government (not law enforcement)

Tue 10-08-2019 12:06:27 EDT

Step 1: Introductory Information

Policy Statement:

Harris County (the County) is committed to providing equal employment opportunities to all applicants and employees. Accordingly, the County judges applicants and employees on individual merit and qualifications, without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, sexual orientation, gender identity or any other protected classes. Employees must not, in their official capacity, discriminate in employment practices against any person because of the persons race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, sexual orientation, gender identity or any other protected classes.

Step 4b: Narrative of Interpretation

The Harris County, Budget Management Department, Office of Human Resources & Risk Management (HRRM) reviewed the Utilization Analysis Chart (compared to the Relevant Labor Market Statistics) and noted the following (by race category):

White females were significantly under-represented in the following job categories: Professionals (-8%), Technicians (-5%), Protective Services, Sworn (-2%), Protective Services, Non-Sworn (-16%), Administrative Support (-6%), and Service Maintenance (-5%).

White males were significantly under-represented in the following job categories: Professionals (-9%), Technicians (-4%), Protective Services, Non-Sworn (-9%), and Administrative Support (-13%).

Hispanic/Latino males were significantly under-represented in the following job categories: Officials/Administrators (-9%), Administrative Support (-5%), Skilled Craft (-33%), and Service Maintenance (-11%).

Asian males were under-represented in the following job categories: Officials/Administrators (-2%), Professionals (-4%), Technicians (-3%), and Skilled Craft (-2%).

Hispanic/Latino females were significantly under-represented in the following job categories: Officials/Administrators (-2%), Protective Services, Non-sworn (-6%), and Service Maintenance (-17%).

Asian females were under-represented in the following job categories: Professionals (-3%), Technicians (-3%), and Service Maintenance (-3%).

Black/African Americans females were significantly under-represented in the following job categories: Officials/Administrators (-2%), Protective Services, Sworn (-7%) and Service Maintenance (-6%).

Black/African Americans males were under-represented in the following job categories: Protective Services, Sworn (-3%) and Administrative Support (-2%).

American Indian/Alaska Native males were under-represented in the following job category: Protective Services, Non-Sworn (-1%).

(See attachment for further info which exceeds the text box character limit)

Following File has been uploaded: Step 4b Narrative Underutilization Analysis.docx

Step 5: Objectives and Steps

1. Reaffirm our (Harris County) commitment to enforcing and promoting full awareness of equal employment opportunity initiatives for all qualified applicants in all job categories.

- a. Analyze all hiring processes and activity during the last fiscal year to identify problems and possible barriers in areas such as recruitment and selection, training initiatives, and data reporting and workforce analyses.
- b. Analyze internal recruitment and selection procedures, such as job classifications and descriptions, application forms, supplemental questions, interview procedures, test administration and validity, and final selection methods to ensure that equal opportunity is afforded to all qualified individuals in all job categories. Other factors of consideration

- include seniority practices, promotion procedures, succession planning, and lateral/vertical transfer procedures.
- c. Analyze external recruitment and selection procedures, such as job classifications and descriptions, application forms, supplemental questions, interview procedures, test administration and validity, referral procedures and final selection methods to ensure that equal employment opportunity is afforded to all qualified individuals in all job categories.
 - d. Increase online presence and recruiting efforts to effectively advertise employment opportunities via popular social media accounts such as Facebook, Linked In, Indeed.com, Glassdoor, and Governmentjobs.com.
 - e. Increase presence and recruiting efforts at local job and career fairs to attract more diverse candidates in Houston and surrounding cities. It may also be beneficial to attend statewide and regional job and career fairs to reach out to and target persons who are or may be interested in relocating to Houston and surrounding cities.
 - f. Promote diversity and provide inclusive training programs. A training needs assessment and a review of our departmental policies can be conducted to ensure that initiatives are promoted across all departments, especially at the top levels of management.
 - g. Conduct frequent data reporting and workforce analyses. We will review and conduct audits of all job classifications and compensation practices, conduct attrition reporting by obtaining and reviewing statistical data from the Department of Justice, The Texas Workforce Commission (and other reliable entities) and review all exit interviews.

Step 6: Internal Dissemination

Harris County, Texas will continue to include our statement of equal employment opportunity (EEO) on our job boards/job applications and postings for open job opportunities. The EEO statement and policy is also available in the Harris County and Harris County Flood Control District, Personnel Policies & Procedures employee handbook and is presented as part of our New Hire Orientation program.

The Equal Employment Opportunity Plan (EEOP) Utilization Report will be available on the intranet and internet. Additionally, we will ensure that each county department and its employees are made aware of the EEOP Utilization Report via memo. This information will also be posted on bulletin boards in all break areas and readily available in the Human Resources divisions of all county departments.

Step 7: External Dissemination

Harris County, Texas will post a copy of the Equal Employment Opportunity Plan (EEOP) Utilization Report on its internet and intranet web page to ensure that all applicants, persons of interest, vendors, and the general public are given access to view and print.

Due to its public accessibility, Harris Countys main employment office will make a hard copy of the EEOP readily available. Additional copies of the EEOP will be provided to each county departments Human Resources Office.

All job announcements will include a link to the Human Resources web site where the EEOP will be posted. Written job announcements posted through Harris Countys main employment office will state that Harris County is an Equal Opportunity Employer.

Utilization Analysis Chart
Relevant Labor Market: Harris 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 #/%	45/51%	1/1%	4/5%	0/0%	2/2%	0/0%	0/0%	0/0%	25/28%	4/5%	4/5%	0/0%	3/3%	0/0%	0/0%	0/0%
CLS #/%	118,405/43%	26,350/10%	13,690/5%	495/0%	10,815/4%	85/0%	1,090/0%	530/0%	58,785/22%	17,170/6%	18,185/7%	200/0%	5,945/2%	95/0%	590/0%	530/0%
Utilization #/%	8%	-9%	-0%	-0%	-2%	-0%	-0%	-0%	7%	-2%	-2%	-0%	1%	-0%	-0%	-0%
Professionals																
Workforce #/%	930/20%	339/7%	471/10%	5/0%	122/3%	0/0%	0/0%	0/0%	908/20%	628/14%	1010/22%	2/0%	144/3%	0/0%	0/0%	0/0%
CLS #/%	118,755/30%	23,745/6%	21,065/5%	175/0%	28,265/7%	15/0%	1,345/0%	960/0%	113,885/28%	27,120/7%	39,780/10%	385/0%	23,305/6%	45/0%	1,770/0%	930/0%
Utilization #/%	-9%	2%	5%	0%	-4%	-0%	-0%	-0%	-8%	7%	12%	-0%	-3%	-0%	-0%	-0%
Technicians																
Workforce #/%	243/24%	124/12%	163/16%	1/0%	38/4%	0/0%	0/0%	0/0%	133/13%	85/8%	189/19%	1/0%	28/3%	0/0%	0/0%	0/0%
CLS #/%	17,590/28%	6,370/10%	4,205/7%	35/0%	4,100/7%	25/0%	265/0%	50/0%	11,575/19%	5,290/9%	8,665/14%	110/0%	3,540/6%	0/0%	70/0%	80/0%
Utilization #/%	-4%	2%	9%	0%	-3%	-0%	-0%	-0%	-5%	-0%	5%	-0%	-3%	0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	1470/39%	849/22%	750/20%	5/0%	107/3%	0/0%	0/0%	0/0%	180/5%	209/6%	223/6%	3/0%	4/0%	0/0%	0/0%	0/0%
CLS #/%	13,665/36%	5,835/15%	8,700/23%	45/0%	635/2%	0/0%	110/0%	170/0%	2,410/6%	1,205/3%	4,690/12%	30/0%	160/0%	0/0%	70/0%	25/0%
Utilization #/%	3%	7%	-3%	0%	1%	0%	-0%	-0%	-2%	2%	-7%	-0%	-0%	0%	-0%	-0%
Protective Services: Non-sworn																
Workforce #/%	329/15%	362/16%	688/31%	0/0%	34/2%	0/0%	0/0%	0/0%	105/5%	153/7%	535/24%	0/0%	5/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	620/24%	235/9%	505/19%	20/1%	75/3%	0/0%	20/1%	0/0%	535/20%	340/13%	220/8%	0/0%	0/0%	0/0%	40/2%	0/0%
Utilization #/%	-9%	7%	12%	-1%	-1%	0%	-1%	0%	-16%	-6%	16%	0%	0%	0%	-2%	0%
Administrative Support																
Workforce #/%	269/5%	281/6%	228/5%	1/0%	86/2%	0/0%	0/0%	0/0%	990/20%	1362/28%	1542/31%	5/0%	139/3%	0/0%	0/0%	0/0%
CLS #/%	100,820/15%	157,275/10%	34,450/6%	370/0%	15,930/3%	290/0%	1,210/0%	945/0%	144,090/29%	99,560/18%	73,870/13%	655/0%	16,555/3%	200/0%	1,875/0%	1,715/0%

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 #/%	8%	-13%	-5%	-2%	-0%	-0%	-0%	-0%	6%	10%	18%	-0%	-0%	-0%	-0%	-0%
Skilled Craft																
Workforce #/%	119/54%	49/22%	50/23%	0/0%	3/1%	0/0%	0/0%	0/0%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	69,875/29%	130,525/5%	17,755/7%	560/0%	8,015/3%	100/0%	1,060/0%	600/0%	3,070/1%	3,430/1%	1,350/1%	55/0%	1,685/1%	0/0%	190/0%	0/0%
Utilization #/%	24%	-33%	15%	-0%	-2%	-0%	-0%	-0%	-1%	-1%	-1%	-0%	-1%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	338/37%	207/22%	280/30%	3/0%	16/2%	0/0%	0/0%	0/0%	32/3%	24/3%	23/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	76,120/14%	188,340/3%	60,175/11%	480/0%	14,395/3%	165/0%	900/0%	1,280/0%	44,925/8%	111,790/2%	45,595/8%	410/0%	14,940/3%	130/0%	905/0%	620/0%
Utilization #/%	23%	-11%	20%	0%	-1%	-0%	-0%	-0%	-5%	-17%	-6%	-0%	-3%	-0%	-0%	-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
Officials/Administrators		✓														
Professionals	✓				✓		✓	✓	✓				✓		✓	✓
Technicians	✓				✓		✓		✓				✓			
Protective Services: Sworn			✓				✓	✓	✓				✓		✓	
Protective Services: Non-sworn	✓			✓	✓		✓		✓	✓					✓	
Administrative Support	✓	✓	✓		✓		✓	✓	✓						✓	✓
Skilled Craft		✓														
Service/Maintenance		✓							✓	✓	✓		✓			

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 EEO Utilization Report.

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

Certified As Final By: Joyce Cambric

HR Director

11-05-2018

[signature]

[title]

[date]