

EEO Utilization Report

Organization Information

Name: Harris County

City: Houston

State: TX

Zip: 77002

Type: County/Municipal Government (not law enforcement)

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 assesses applicants and employees on individual merit and qualifications, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, pregnancy, disability, genetic information, or any other protected class in accordance with applicable federal and state laws. Department Heads or employees, must not, in their official capacity, discriminate against any individual in employment practices against any person because of the individuals race, color, religion, sex, sexual orientation, gender identity, national origin, age, pregnancy, disability, genetic information, or any other protected class in accordance with applicable federal and state laws. This policy applies to all terms and conditions of employment, including but not limited to, recruiting, advertising, screening, classification, selection, appointment, hiring, assignment, transfer, promotion, demotion, discipline, layoff, termination, leave practices, compensation, fringe benefits, or other forms of pay or credit for services rendered, and access to and use of county facilities.

Step 4b: Narrative of Interpretation

Harris County's 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 males were under-represented in the following categories: Officials/Administrators (-5%), Professionals (-7%), Protective Services, Sworn (-2%), Protective Services, Non-sworn (-10%) and Administrative Support (-12%).

Hispanic or Latino males were under-represented in the following categories: Officials/Administrators (-5%), Administrative Support (-4%), Skilled Craft (-31%) and Service/Maintenance (-12%).

Black or African American males were under-represented in the following categories: Protective Services, Sworn (-3%) and Administrative Support (-1%).

American Indian or Alaskan Native males were under-represented in the following category: Protective Services, Non-sworn (-1%).

Asian males were under-represented in the following categories: Professionals (-4%), Protective Services, Non-sworn (-2%). Administrative Support (-2%) and Skilled Craft (-1%).

Males and females in the Two or More Races category were under-represented in the following category: Protective Service, Non- Sworn (-1%).

White females were under-represented in the following categories: Professionals (-8%), Technicians (-9%), Protective Services, Sworn (-2%), Protective Services, Non-sworn (-14%), Administrative Support (-9%) and Service/Maintenance (-5%).

Hispanic or Latina females were under-represented in the following categories: Technicians (-2%), Protective Services, Non-sworn (-2%) and Service/Maintenance (-16%).

Black or African American females were under-represented in the following categories: Protective Services, Sworn (-5%) and Service/Maintenance (-4%).

Asian females were under-represented in the following categories: Professionals (-2%)...

(narrative continued on the attached supporting documentation)

Step 5: Objectives and Steps

1. To encourage Hispanic or Latino males to apply for vacancies in the Officials/Administrators, Administrative Support, Skilled Craft and Service/Maintenance categories.

a. Harris County (the County) will conduct a detailed workforce analysis to identify particular County departments or job positions that represent significant underutilization of Hispanic or Latino males in these respective categories. Harris County will research and analyze collected data to develop effective recruitment initiatives to recruit and retain qualified Hispanic and Latino males in the Officials/Administrators, Administrative Support, Skilled Craft and Service/Maintenance categories.

b. Harris County will implement a new recruitment strategy to attract job applicant pools to include more minorities in under-represented categories. The recruitment strategy will include initiatives to increase recruitment at local area universities, community colleges, vocational schools and technical institutes to create an opportunity for future prospective employees. The County will also continue to participate in career fairs and pursue other opportunities to

reach qualified candidates through advertising and online/social media (LinkedIn, Facebook, Indeed.com, Glassdoor, and Governmentjobs.com).

c. Harris County will conduct additional targeted outreach efforts through minority outreach events, community associations, organizations and military installations. In an effort to reach as many constituents in this under-utilized category, the County will also translate and advertise available career opportunities in Spanish at appropriate locations. Harris County will also incorporate additional features of our NEOGOV system to conduct additional outreach to applicants.

2. To encourage Black or African American males and females to apply for vacancies in the Administrative Support, Service Maintenance and Protective Services, Sworn categories.

a. Harris County (the County) will conduct a detailed workforce analysis to identify particular County departments or job positions that represent significant underutilization of Black or African American males and females in these respective categories. Harris County will research and analyze collected data to design effective recruitment initiatives to recruit and retain qualified Black or African American males and females in the Administrative Support Service/Maintenance and Protective Services, Sworn categories.

b. Harris County is fortunate that it has two historically black colleges, Texas Southern University and Prairie View, A & M, from which to collaboratively increase outreach and recruitment activities to attract more minority job applicants and create an opportunity for future prospective employees in these under- represented categories. This recruitment strategy will include initiatives to increase recruitment at other local area community colleges, vocational schools and technical institutes. Additionally, Harris County will continue to pursue other opportunities to reach qualified candidates through advertising and online/social media (LinkedIn, Facebook, Indeed.com, Glassdoor, and Governmentjobs.com), military installations and minority outreach events. Harris County will also incorporate additional features of our NEOGOV system to conduct additional outreach to applicants.

3. To encourage Hispanic or Latino females to apply for vacancies in the Technicians, Service/Maintenance and Protective Services, Non- Sworn categories.

a. Harris County (the County) will conduct a detailed workforce analysis to identify particular County departments or job positions that represent significant underutilization of Hispanic or Latino females. The County will research and analyze collected data to develop effective recruitment initiatives to recruit and retain qualified Hispanic and Latino females in the Technicians, Service/Maintenance and Protective Services, Non-Sworn categories.

b. Harris County will enhance its recruitment strategy to attract job applicant pools to include more minorities in under- represented categories. The recruitment strategy will include new initiatives to increase recruitment at local area universities, community colleges, vocational schools and technical institutes to create an opportunity for future prospective employees. The County will also continue to participate in career fairs and pursue other opportunities to reach qualified candidates through advertising and online/social media (LinkedIn, Facebook, Indeed.com, Glassdoor, and Governmentjobs.com).

c. The County will increase targeted outreach efforts to include minority outreach events, community associations, and organizations. In an effort to reach as many constituents in this under-utilized category, the County will also translate and advertise available career opportunities in Spanish at appropriate locations. Harris County will also incorporate additional features of our NEOGOV system to conduct additional outreach to applicants.

4. To encourage White and Asian females to apply for vacancies in the Professionals, Skilled Craft, Technicians, Administrative Support, Service/Maintenance, Protective Services, Sworn and Non-Sworn categories.

a. Harris County (the County) will conduct a detailed workforce analysis to identify particular County departments or job positions that represent underutilization of White and Asian females in these respective categories. Harris County will research and analyze collected data to identify effective recruitment initiatives to recruit and retain qualified White and Asian females in the Professionals, Technicians, Skilled Craft, Administrative Support, Service/Maintenance, Protective Services, Sworn and Non-Sworn categories.

b. The County will reevaluate its recruitment strategy to attract more White and Asian females in the under-utilized categories. The recruitment strategy will include initiatives to increase recruitment at local area universities, community colleges, vocational schools and technical institutes to create an opportunity for future prospective employees. The County will also continue to participate in career fairs and pursue other opportunities to reach qualified candidates through advertising and online/social media (LinkedIn, Facebook, Indeed.com, Glassdoor, and Governmentjobs.com) and military installations. In an effort to reach as many constituents as possible, Harris County will identify communities, associations, and other community organizations to conduct targeted recruitment efforts in

the under-utilized communities. Harris County will also incorporate additional features of our NEOGOV system to conduct additional outreach to applicants.

5. To encourage White males to apply for vacancies in the Officials/Administrators, Professionals, Administrative Support, and Protective Services, Sworn and Non-Sworn categories.

- a. Harris County (the County) will conduct a detailed workforce analysis to identify particular County departments or job positions that represent significant underutilization of White males in these respective categories. Harris County will research and analyze collected data to recreate effective recruitment initiatives to recruit and retain qualified White males in the Officials/Administrators, Professionals, Administrative Support, and Protective Services, Sworn and Non-Sworn categories.
- b. Harris County will also develop a recruitment strategy that includes ways to attract more White males in the under-utilized categories. The recruitment strategy will include initiatives to increase recruitment at local area universities and community colleges to create an opportunity for future prospective employees. The County will also continue to participate in career fairs and pursue other opportunities to reach qualified candidates through advertising and online/social media (LinkedIn, Facebook, Indeed.com, Glassdoor, and Governmentjobs.com). In an effort to reach as many constituents as possible, the County will identify and collaborate with community organizations, associations, military installations, including the current collaboration with the Army PAYS Program. Harris County will also incorporate additional features of our NEOGOV system to conduct additional outreach to applicants.

6. To encourage Asian males to apply for vacancies in the Professionals, Administrative Support, Skilled Craft and Protective Services, Non-Sworn categories.

- a. Harris County (the County) will conduct a detailed workforce analysis to identify particular County departments or job positions that represent significant underutilization of Asian males in these respective categories. Harris County will research and analyze collected data to design effective recruitment initiatives to recruit and retain qualified Asian males in the Professionals, Administrative Support, Skilled Craft and Protective Services, Non-Sworn categories.
- b. Harris County will transform its recruitment strategy to attract job applicant pools to include more Asian males in the under- represented categories. The recruitment strategy will include targeted recruitment initiatives at local area universities, community colleges, vocational schools and technical institutes to create an opportunity for future prospective employees. Outreach will also include recruitment at local workforce solutions centers, associations, organizations, and high schools within the Asian communities. In an effort to reach as many constituents as possible, the County will conduct additional outreach by attending community-based and minority civic outreach programs.
- c. The County will continue to participate in career fairs and pursue other opportunities to reach qualified candidates through advertising and online/social media (LinkedIn, Facebook, Indeed.com, Glassdoor, and Governmentjobs.com). Harris County will also incorporate additional features of our NEOGOV system to conduct additional outreach to applicants.

7. To encourage males of American Indian or Alaskan Native descent to apply for vacancies in the Protective Services, Non-Sworn category.

- a. Harris County (the County) will conduct a detailed workforce analysis to identify particular County departments or job positions that represent significant underutilization of American Indian or Alaskan Native descendants. Harris County will research and analyze collected data to develop effective recruitment initiatives to recruit and retain qualified American Indian or Alaskan Native males in the Protective Services, Non-Sworn category.
- b. The County will expand its current recruitment strategy to attract job applicant pools to include more American Indian or Alaskan Native males in the under- represented categories. The recruitment strategy will include targeted proactive and compassionately aggressive recruitment initiatives, which includes, collaborating and building relationships with local tribal leaders and educators. Outreach will also include identifying community partners that have established relationships within the American Indian or Alaskan Native community and culture. The County will engage in additional outreach by sponsoring events at local area universities, community colleges, vocational schools and technical institutes to create an opportunity to familiarize the community and future prospective employees. Additional outreach will be conducted through community-based and civic outreach programs, local workforce solutions centers, associations and organizations.
- c. The County will continue to participate in career fairs and pursue other opportunities to reach qualified candidates through advertising and online/social media (LinkedIn, Facebook, Indeed.com, Glassdoor, and Governmentjobs.com). Harris County will also incorporate additional features of our NEOGOV system to conduct additional outreach to applicants.

8. To encourage males and females of Two or More Races to apply for vacancies in the Protective Services, Non-Sworn category.

- a. Harris County (the County) will research and analyze collected data to create effective recruitment initiatives to recruit and retain qualified males and females that represent two or more races Protective Services, Non-Sworn category.
- b. The County will develop a recruitment strategy that includes ways to attract more individuals in the Two or More Races category. The recruitment strategy will include initiatives to increase recruitment at local area universities and community colleges to create an opportunity for future prospective employees. The County will also continue to participate in career fairs and pursue other opportunities to reach qualified candidates through advertising and online/social media (LinkedIn, Facebook, Indeed.com, Glassdoor, and Governmentjobs.com). In an effort to reach as many qualified candidates as possible that identify as Two or More Races, the County will identify and collaborate with community organizations, associations, military installations, including the current collaboration with the Army PAYS Program. Harris County will also incorporate additional features of our NEOGOV system to conduct additional outreach to applicants.

9. 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. Harris County will continue to analyze internal and external recruitment and selection procedures, such as job announcements, job descriptions, application forms, supplemental questions, recruitment methods and sources, interview procedures, test administration and test validity, education requirements, referral procedures, and final selection methods to identify problems and possible barriers and ensure that equal opportunities are afforded to all qualified individuals in all job categories.
- b. Harris County will continue to review seniority practices, promotion procedures, succession planning, and lateral/vertical transfer procedures.
- c. Harris County will strengthen its workforce development efforts by incorporating expanded diversity, inclusion, and micro-aggression training to its current workforce to increase awareness and stress equality in hiring and promotional opportunities.
- d. Harris County will review and conduct annual 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 will continue to include our statement of Equal Employment Opportunity (EEO) on our Career Opportunities webpage, employment 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 internet and the Harris County intranet. Additionally, we will ensure that each county department and its employees are made aware of the Equal Employment Opportunity Plan (EEOP) and the Utilization Report via electronic means. 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 will post a copy of the Equal Employment Opportunity Plan (EEOP) and 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. All job announcements will include a link to the Human Resources web site where the EEOP will be posted. All job announcements posted through Harris County's Human Resources & Risk Management Department 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 #/%	46/39%	5/4%	10/8%	0/0%	5/4%	0/0%	0/0%	0/0%	30/25%	7/6%	12/10%	0/0%	4/3%	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 #/%	-5%	-5%	3%	-0%	0%	-0%	-0%	-0%	4%	-0%	3%	-0%	1%	-0%	-0%	-0%
Professionals																
Workforce #/%	856/22%	281/7%	392/10%	3/0%	122/3%	2/0%	17/0%	0/0%	774/20%	464/12%	764/20%	3/0%	143/4%	2/0%	18/0%	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 #/%	-7%	1%	5%	0%	-4%	0%	0%	-0%	-8%	5%	10%	-0%	-2%	0%	0%	-0%
Technicians																
Workforce #/%	348/29%	161/13%	173/14%	3/0%	78/6%	0/0%	10/1%	0/0%	121/10%	83/7%	185/15%	2/0%	52/4%	1/0%	4/0%	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 #/%	0%	3%	7%	0%	-0%	-0%	0%	-0%	-9%	-2%	1%	-0%	-1%	0%	0%	-0%
Protective Services: Sworn																
Workforce #/%	1337/34%	931/24%	810/20%	6/0%	111/3%	2/0%	38/1%	0/0%	155/4%	272/7%	282/7%	4/0%	7/0%	0/0%	4/0%	0/0%
CLS #/%	13,655/36%	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 #/%	-2%	8%	-3%	0%	1%	0%	1%	-0%	-2%	4%	-5%	0%	-0%	0%	-0%	-0%
Protective Services: Non-sworn																
Workforce #/%	417/14%	432/14%	774/25%	1/0%	41/1%	0/0%	8/0%	0/0%	191/6%	340/11%	810/27%	1/0%	20/1%	0/0%	10/0%	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 #/%	-10%	5%	6%	-1%	-2%	0%	-1%	0%	-14%	-2%	18%	0%	1%	0%	-1%	0%
Administrative Support																
Workforce #/%	318/6%	323/6%	297/5%	0/0%	63/1%	1/0%	13/0%	0/0%	917/17%	1590/29%	1682/31%	5/0%	132/2%	0/0%	65/1%	0/0%
CLS #/%	100,820/1%	57,275/10%	34,450/6%	370/0%	15,930/3%	290/0%	1,210/0%	945/0%	144,090/2%	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
	8%	%	%		%				6%	%	%		%			
Utilization #/%	-12%	-4%	-1%	-0%	-2%	-0%	0%	-0%	-9%	11%	18%	-0%	-1%	-0%	1%	-0%
Skilled Craft																
Workforce #/%	247/37%	156/24%	191/29%	3/0%	13/2%	0/0%	3/0%	0/0%	16/2%	15/2%	15/2%	0/0%	1/0%	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 #/%	8%	-31%	21%	0%	-1%	-0%	0%	-0%	1%	1%	2%	-0%	-1%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	154/36%	93/21%	128/30%	0/0%	9/2%	0/0%	0/0%	0/0%	15/3%	15/3%	19/4%	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 #/%	22%	-12%	19%	-0%	-0%	-0%	-0%	-0%	-5%	-16%	-4%	-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: Erika Owens

Director, HR Compliance and Employee Relations 09-15-2021

[signature]

[title]

[date]