

EEOP Short Form



Thu Feb 14 13:33:41 EST 2013
Revisions, Thu Apr 11, 2013

Step 1: Introductory Information

| | | | |
|---------------------------|--|-------------------------|-----------------|
| Grant Title: | Edward Byrne Memorial Justice Assistance Grant Program | Grant Number: | 2012-DJ-BX-0283 |
| Grantee Name: | Galveston County | Award Amount: | \$41,993.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 722 Moody, 2nd Floor Galveston, Texas 77550 | | |
| Contact Person: | Cindy Pagan | Telephone #: | 409-770-5355 |
| Contact Address: | 722 Moody, 3rd Floor Galveston, Texas 77550 | | |
| DOJ Grant Manager: | Wendy Williams | DOJ Telephone #: | 202-514-7842 |
| <hr/> | | | |
| Grant Title: | Justice Assistant Grant Program | Grant Number: | 2011-DJ-BX-3279 |
| Grantee Name: | Galveston County | Award Amount: | \$80,215.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 722 Moody, 2nd Floor Galveston, Texas 77550 | | |
| Contact Person: | Cindy Pagan | Telephone #: | 409-770-5355 |
| Contact Address: | 722 Moody, 3rd Floor Galveston, Texas 77550 | | |
| DOJ Grant Manager: | Carrie Booth | DOJ Telephone #: | 202-305-7426 |
| <hr/> | | | |
| Grant Title: | Justice Assistance Grant Program | Grant Number: | 2010-DJ-BX-1310 |
| Grantee Name: | Galveston County | Award Amount: | \$101,450.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 722 Moody, 2nd Floor Galveston, Texas 77550 | | |
| Contact Person: | Cindy Pagan | Telephone #: | 409-770-5355 |
| Contact Address: | 722 Moody, 3rd Floor Galveston, Texas 77550 | | |
| DOJ Grant Manager: | Carrie Booth | DOJ Telephone #: | 202-305-7426 |

| | | | |
|---------------------------|---|-------------------------|-----------------|
| Grant Title: | Recovery Act Edward Byrne Memorial Justice Assistance Grant Program | Grant Number: | 2009-SB-B9-313R |
| Grantee Name: | Galveston County | Award Amount: | \$623,245.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 722 Moody, 2nd Floor Galveston, Texas 77550 | | |
| Contact Person: | Cindy Pagan | Telephone #: | 409-770-5355 |
| Contact Address: | 722 Moody, 3rd Floor Galveston, Texas 77550 | | |
| DOJ Grant Manager: | Edmeralda Womack | DOJ Telephone #: | 202-353-3450 |

Policy Statement:

Galveston County reaffirms its commitment to establishing and implementing policies and procedures for ensuring equal employment opportunities. It is the continuing policy of Galveston County to provide equal employment opportunity to qualified individuals regardless of race, color, sex, age, religion, national origin, genetic information, disability or veteran status and to conform to applicable laws and regulations. Galveston County intends that all personnel activities or actions relating to recruiting, hiring, training, compensation, benefits, promotion, transfers, layoffs, recall from layoffs, terminations, and Galveston County sponsored educational, social, and recreational programs, and all treatment of employees be made without regard to race, color, sex, age, religion, national origin, genetic information, disability, or veteran status. Any employee of Galveston County who fails to comply with this policy is subject to appropriate disciplinary action.

Step 4b: Narrative Underutilization Analysis

A comparison of Galveston County's workforce to the community labor statistics for Galveston County indicates an underutilization of women and minorities in some areas. Galveston County has focused on underutilizations of two percent (2%) or greater in reportable areas, which captures all underutilizations of two standard deviations from the relevant workforce and also captures underutilizations of less than two standard deviations from the relevant workforce. Accordingly, a review of the underutilization identifies the following areas of concern:

Officials and Administrators:

Hispanic or Latino males are underutilized by 5%, and Black or African American females are underutilized by 4%.

Professionals:

White females are underutilized by 7%.

Technicians:

Black or African American males are underutilized by 5%, Asian males are underutilized by 2%, White females are underutilized by 33%, Hispanic females are underutilized by 6%, and Asian females are underutilized by 2%.

Protective Services - Sworn:

Black or African American females are underutilized by 5%.

Protective Services - Non-sworn:

White females are underutilized by 55%, Hispanic or Latino females are underutilized by 6%, and Asian females are underutilized by 6%.

Administrative Support:

Black or African American males are underutilized by 2%.

Service Maintenance:

White females are underutilized by 7%, and Hispanic or Latino females are underutilized by 8%.

Step 5 & 6: Objectives and Steps

1. Galveston County remains committed to meeting utilization goals so that its' workforce more closely reflects the available labor force in Galveston County. Because minorities and females are under-represented in certain categories, it is the County's goal to increase representation and ensure these groups receive equal opportunity to secure employment and advancement.

- a. Galveston County will post open positions on-line and accept applications for employment on-line.
- b. Galveston County will continue to post positions with the Texas Employment Commission.
- c. Galveston County will provide equal employment opportunity training to supervisors and directors.
- d. Galveston County will participate in job fairs, career days, youth motivation programs, and related activities.
- e. Galveston County will offer in-house training and County-paid training opportunities.
- f. Galveston County will use minority and female employees to assist in recruitment and increase attendance at job fairs that recruit for women and minorities.
- g. Representatives from the County's Human Resources Department will participate in the auditing of training programs and hiring and promotional activities in an effort to ensure that any impediments to achieving utilization goals are removed.

h. Galveston County will continue to review job descriptions to ensure that they are job-related and consistent for the same position throughout all County departments and offices.

Step 7a: Internal Dissemination

Galveston County will maintain the appointment of an EEO Administrator with management responsibility for ensuring training on and compliance with the EEOP.

Galveston County will conspicuously post the EEOP Policy on bulletin boards and on-line.

Galveston County will continue to keep Officials, Department Directors, supervisors, and employees informed about in-house training events.

Galveston County will provide EEOP information, including information on utilization, to all Officials and Department Directors and supervisors.

Galveston County will post the EEOP Short Form online and issue a mass email to County employees advising them that the form is available for viewing online.

Galveston County will review, discuss, and explain the County's EEOP policy during orientation for all incoming employees.

Galveston County will maintain the full, comprehensive EEOP in the reception area of the Human Resources Department, in a conspicuous location, for ready accessibility by employees and applicants.

Step 7b: External Dissemination

Galveston County will continue to include an equal employment opportunity statement in all advertising for prospective employees.

Galveston County will continue to include an equal employment opportunity statement on all job applications and postings.

Galveston County will continue to post an equal employment opportunity statement on the Galveston County Human Resources website.

Galveston County will post the EEOP Short Form online.

Galveston County will continue to inform all recruitment sources of the County's EEO policy and commitment.

Galveston County will continue to maintain contact and communications with the Texas Workforce Commission, as well as high schools and colleges.

Galveston County will ensure that, if employees are featured in advertising, employee handbooks, or similar publications, that the publications will continue to include both minority and non-minority male and female employees in such publications.

Utilization Analysis Chart
Relevant Labor Market: Galveston 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 #/% | 12/50% | 0/0% | 1/4% | 0/0% | 1/4% | 0/0% | 0/0% | 9/38% | 1/4% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 8,865/52% | 790/5% | 475/3% | 20/0% | 190/1% | 0/0% | 50/0% | 5,255/31% | 680/4% | 665/4% | 40/0% | 125/1% | 0/0% | 50/0% |
| Utilization #/% | -2% | -5% | 1% | -0% | 3% | 0% | -0% | 7% | 0% | -4% | -0% | -1% | 0% | -0% |
| Professionals | | | | | | | | | | | | | | |
| Workforce #/% | 59/26% | 10/4% | 19/8% | 0/0% | 2/1% | 0/0% | 0/0% | 77/34% | 23/10% | 30/13% | 0/0% | 4/2% | 0/0% | 0/0% |
| CLS #/% | 8,700/37% | 840/4% | 660/3% | 55/0% | 505/2% | 0/0% | 80/0% | 9,865/42% | 1,115/5% | 1,285/5% | 50/0% | 485/2% | 4/0% | 75/0% |
| Utilization #/% | -10% | 1% | 6% | -0% | -1% | 0% | -0% | -7% | 6% | 8% | -0% | -0% | 0% | -0% |
| Technicians | | | | | | | | | | | | | | |
| Workforce #/% | 10/62% | 3/19% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 3/19% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 1,455/36% | 155/4% | 185/5% | 0/0% | 60/2% | 0/0% | 10/0% | 1,305/33% | 230/6% | 515/13% | 0/0% | 65/2% | 0/0% | 15/0% |
| Utilization #/% | 26% | 15% | -5% | 0% | -2% | 0% | -0% | -33% | -6% | 6% | 0% | -2% | 0% | -0% |
| Protective Services: Sworn | | | | | | | | | | | | | | |
| Workforce #/% | 241/49% | 81/16% | 60/12% | 1/0% | 4/1% | 0/0% | 0/0% | 57/12% | 17/3% | 33/7% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 1,420/51% | 315/11% | 320/12% | 4/0% | 30/1% | 0/0% | 0/0% | 250/10% | 70/3% | 310/11% | 4/0% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | -3% | 5% | 1% | 0% | -0% | 0% | 0% | 1% | 1% | -5% | -0% | 0% | 0% | 0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | |
| Workforce #/% | 1/3% | 0/0% | 23/61% | 0/0% | 0/0% | 0/0% | 0/0% | 2/5% | 1/3% | 11/29% | 0/0% | 0/0% | 0/0% | 0/0% |
| Civilian Labor Force #/% | 20/11% | 0/0% | 20/11% | 0/0% | 0/0% | 0/0% | 0/0% | 105/60% | 15/9% | 4/2% | 10/6% | 0/0% | 0/0% | 0/0% |
| Utilization #/% | -9% | 0% | 49% | 0% | 0% | 0% | 0% | -55% | -6% | 27% | -6% | 0% | 0% | 0% |
| Administrative Support | | | | | | | | | | | | | | |
| Workforce #/% | 25/7% | 13/4% | 3/1% | 0/0% | 0/0% | 0/0% | 0/0% | 189/56% | 60/18% | 42/12% | 0/0% | 5/1% | 0/0% | 0/0% |
| CLS #/% | 5,720/20% | 1,140/4% | 955/3% | 20/0% | 175/1% | 0/0% | 120/0% | 14,075/49% | 3,035/11% | 2,790/10% | 95/0% | 280/1% | 10/0% | 100/0% |
| Utilization #/% | -13% | -0% | -2% | -0% | -1% | 0% | -0% | 7% | 7% | 3% | -0% | 1% | -0% | -0% |
| Skilled Craft | | | | | | | | | | | | | | |
| Workforce #/% | 49/56% | 19/22% | 17/20% | 0/0% | 0/0% | 0/0% | 0/0% | 2/2% | 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 | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races |
| CLS #/% | 9,145/66% | 2,810/20% | 1,120/8% | 80/1% | 95/1% | 0/0% | 35/0% | 410/3% | 120/1% | 50/0% | 0/0% | 15/0% | 0/0% | 0/0% |
| Utilization #/% | -10% | 2% | 11% | -1% | -1% | 0% | -0% | -1% | -1% | -0% | 0% | -0% | 0% | 0% |
| Service/Maintenance | | | | | | | | | | | | | | |
| Workforce #/% | 12/24% | 8/16% | 17/33% | 0/0% | 0/0% | 0/0% | 0/0% | 6/12% | 1/2% | 7/14% | 0/0% | 0/0% | 0/0% | 0/0% |
| CLS #/% | 9,115/30% | 5,075/17% | 3,340/11% | 120/0% | 290/1% | 0/0% | 75/0% | 5,700/19% | 3,155/10% | 3,090/10% | 65/0% | 225/1% | 4/0% | 90/0% |
| Utilization #/% | -7% | -1% | 22% | -0% | -1% | 0% | -0% | -7% | -8% | 4% | -0% | -1% | -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 | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Other Pacific Islander | Two or More Races |
| Professionals | ✓ | | | | | | | ✓ | | | | | | |
| Protective Services: Sworn | | | | | | | | | | ✓ | | | | |
| Protective Services: Non-sworn | | | | | | | | ✓ | | | | | | |
| Administrative Support | ✓ | | ✓ | | | | | | | | | | | |



Logout

Step 2 of 7

Workforce Analysis Chart

FAQ Save << Go Back Next Step >>

For each of the eight job categories that appear in the rows of the Workforce Analysis Chart below, enter in the appropriate columns the number of employees cross-classified by race, national origin, and sex. In the "Total" column please enter the total number of employees for that job category.

The total number of reported employees is: 1271

Once you have entered all of the workforce numbers click here:

For help in understanding why each job category adds up to 100%, [click here](#)

For a copy of a blank Workforce Analysis Chart, [click here](#).

| Job Category | Male | | | | | | | | Female | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------|-------|--------------------|---------------------------|----------------------------------|-------|------------------------------------|-------------------|---------|--------------------|---------------------------|----------------------------------|-------|------------------------------------|-------------------|---|----|-----|-------|----|-------|----|-------|---|----|---|------|---|----|---|----|
| | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Hawaiian or Other Pacific Islander | Two or More Races | White | Hispanic or Latino | Black or African American | American Indian or Alaska Native | Asian | Hawaiian or Other Pacific Islander | Two or More Races | | | | | | | | | | | | | | | | |
| Officials/Administrators | 24 | 100% | 12 | 50% | 0 | 0% | 1 | 4.2% | 0 | 0% | 0 | 0% | 1 | 4.2% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | | | | | | |
| Professionals | 224 | 100% | 59 | 26.3% | 10 | 4.5% | 19 | 8.5% | 0 | 0% | 2 | 0.9% | 0 | 0% | 0 | 0% | 77 | 34.4% | 23 | 10.3% | 30 | 13.4% | 0 | 0% | 4 | 1.8% | 0 | 0% | 0 | 0% |
| Technicians | 16 | 100% | 10 | 62.5% | 3 | 18.8% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 3 | 18.8% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% |
| Protective Services Sworn | 494 | 100% | 241 | 48.8% | 81 | 16.4% | 60 | 12.1% | 1 | 0.2% | 4 | 0.8% | 0 | 0% | 0 | 0% | 57 | 11.5% | 17 | 3.4% | 33 | 6.7% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% |
| Protective Services Non-sworn | 38 | 100% | 1 | 2.6% | 0 | 0% | 23 | 60.5% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 2 | 5.3% | 1 | 2.8% | 11 | 28.9% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% |
| Administrative Support | 337 | 100% | 25 | 7.4% | 13 | 3.9% | 3 | 0.9% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 189 | 56.1% | 60 | 17.8% | 42 | 12.5% | 0 | 0% | 5 | 1.5% | 0 | 0% | 0 | 0% |
| Skilled Craft | 87 | 100% | 49 | 56.3% | 19 | 21.8% | 17 | 19.5% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 2 | 2.3% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% |
| Service/Maintenance | 51 | 100% | 12 | 23.5% | 8 | 15.7% | 17 | 33.3% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 6 | 11.8% | 1 | 2% | 7 | 13.7% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% |
| Totals | 100% | 409/32% | 134/11% | 140/11% | 1/0% | 7/1% | 0/0% | 342/27% | 103/8% | 128/10% | 0/0% | 9/1% | 0/0% | 0/0% | | | | | | | | | | | | | | | | |



Step 3 of 7

Relevant Labor Market Statistics

Review the relevant market statistics that have been loaded for Galveston County before proceeding to the next step. Click [here](#) to change the area used for statistical comparison.

| Job Category | 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 and Managers | 8,865/51.5% | 790/4.6% | 475/2.8% | 20/0.1% | 190/1.1% | 0/0% | 50/0.3% | 5,255/30.5% | 680/4% | 665/3.9% | 40/0.2% | 125/0.7% | 0/0% | 50/0.3% |
| Professional | 8,700/36.7% | 840/3.5% | 660/2.8% | 55/0.2% | 505/2.1% | 0/0% | 800/3% | 9,865/41.6% | 1,115/4.7% | 1,285/5.4% | 50/0.2% | 485/2% | 4/0% | 75/0.3% |
| Technicians | 1,455/36.4% | 155/3.9% | 185/4.6% | 0/0% | 60/1.5% | 0/0% | 10/0.3% | 1,305/32.7% | 230/5.8% | 515/12.9% | 0/0% | 65/1.6% | 0/0% | 15/0.4% |
| Protective Service: Sworn | 1,420/51.4% | 315/11.4% | 320/11.6% | 4/0.1% | 30/1.1% | 0/0% | 0/0% | 290/10.5% | 70/2.5% | 310/11.2% | 4/0.1% | 0/0% | 0/0% | 0/0% |
| Protective Service: Non-Sworn | 20/1.5% | 0/0% | 20/1.5% | 0/0% | 0/0% | 0/0% | 0/0% | 105/60.3% | 15/8.6% | 4/2.3% | 10/5.7% | 0/0% | 0/0% | 0/0% |
| Administrative Support | 5,720/20.1% | 1,140/4% | 955/3.3% | 20/0.1% | 175/0.6% | 0/0% | 120/0.4% | 14,075/49.4% | 3,035/10.6% | 2,790/9.8% | 95/0.3% | 280/1% | 10/0% | 100/0.4% |
| Skilled Craft | 9,145/65.9% | 2,810/20.2% | 1,120/8.1% | 800/6% | 95/0.7% | 0/0% | 35/0.3% | 410/3% | 120/0.9% | 50/0.4% | 0/0% | 15/0.1% | 0/0% | 0/0% |
| Service Maintenance | 9,115/30% | 5,075/16.7% | 3,340/11% | 120/0.4% | 290/1% | 0/0% | 75/0.2% | 5,700/18.8% | 3,155/10.4% | 3,090/10.2% | 65/0.2% | 225/0.7% | 4/0% | 90/0.3% |
| Totals | 44,440/37% | 11,125/9% | 7,075/6% | 299/0% | 1,345/1% | 0/0% | 370/0% | 37,005/31% | 8,420/7% | 8,709/7% | 264/0% | 1,195/1% | 18/0% | 330/0% |