

EEO Utilization Report

Organization Information

Name: County Of Galveston

City: Galveston

State: TX

Zip: 77550

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Galveston County reaffirms its commitment to establishing, maintaining, 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. Galveston County intends that all personnel activities or actions relating to recruiting, applicant screening, 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 of Interpretation

See Attachment

Following File has been uploaded:Step 4b - Narrative of Interpretation Jan 2020.docx

Step 5: 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 Countys goal to increase representation and ensure that 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 Workforce 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 Galveston County 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 6: 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 online.

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 Utilization Report (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 Countys 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 7: 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 Department website.

Galveston County will post the EEOP Utilization Report (previously called the EEOP Short Form) online.

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

Galveston County will continue to maintain contact and communications with the Texas Workforce Commission, as well as with 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	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 #/%	13/54%	1/4%	2/8%	0/0%	1/4%	0/0%	0/0%	0/0%	5/21%	1/4%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,030/43%	885/8%	255/2%	20/0%	270/2%	20/0%	40/0%	0/0%	3,610/31%	505/4%	775/7%	30/0%	75/1%	0/0%	55/0%	0/0%
Utilization #/%	11%	-3%	6%	-0%	2%	-0%	-0%	0%	-10%	-0%	-3%	-0%	-1%	0%	-0%	0%
Professionals																
Workforce #/%	55/28%	9/5%	15/8%	0/0%	1/1%	0/0%	0/0%	0/0%	71/36%	21/11%	19/10%	2/1%	4/2%	0/0%	0/0%	0/0%
CLS #/%	4,955/27%	795/4%	595/3%	30/0%	600/3%	0/0%	55/0%	70/0%	7,980/43%	1,310/7%	1,410/8%	70/0%	620/3%	30/0%	70/0%	65/0%
Utilization #/%	1%	0%	4%	-0%	-3%	0%	-0%	-0%	-7%	4%	2%	1%	-1%	-0%	-0%	-0%
Technicians																
Workforce #/%	10/53%	3/16%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	1/5%	0/0%	4/21%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	780/23%	360/11%	275/8%	0/0%	10/0%	0/0%	4/0%	0/0%	1,085/32%	280/8%	430/13%	0/0%	135/4%	0/0%	0/0%	0/0%
Utilization #/%	29%	5%	-3%	0%	-0%	0%	-0%	0%	-27%	-8%	8%	0%	-4%	0%	0%	0%
Protective Services: Sworn-Officials																
Workforce #/%	39/57%	6/9%	9/13%	0/0%	3/4%	0/0%	0/0%	0/0%	6/9%	2/3%	4/6%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,085/45%	370/15%	405/17%	0/0%	0/0%	0/0%	75/3%	0/0%	185/8%	40/2%	260/11%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	12%	-7%	-4%	0%	4%	0%	-3%	0%	1%	1%	-5%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	188/42%	79/18%	51/11%	2/0%	2/0%	0/0%	0/0%	0/0%	64/14%	30/7%	34/8%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,595/32%	1,790/16%	1,215/11%	25/0%	100/1%	0/0%	45/0%	0/0%	1,925/17%	1,410/13%	990/9%	0/0%	30/0%	0/0%	4/0%	0/0%
Utilization #/%	9%	1%	0%	0%	-0%	0%	-0%	0%	-3%	-6%	-1%	0%	-0%	0%	-0%	0%
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 #/%	3/9%	2/6%	15/43%	0/0%	0/0%	0/0%	0/0%	0/0%	4/11%	0/0%	11/31%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	165/39%	65/15%	45/11%	0/0%	0/0%	0/0%	0/0%	0/0%	85/20%	40/10%	20/5%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-31%	-10%	32%	0%	0%	0%	0%	0%	-9%	-10%	27%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	18/6%	4/1%	3/1%	0/0%	0/0%	0/0%	0/0%	0/0%	161/52%	79/26%	38/12%	0/0%	4/1%	0/0%	0/0%	0/0%
CLS #/%	5,370/22%	1,750/7%	1,265/5%	25/0%	320/1%	0/0%	130/1%	40/0%	9,570/39%	3,650/15%	2,095/9%	20/0%	255/1%	0/0%	60/0%	50/0%
Utilization #/%	-16%	-6%	-4%	-0%	-1%	0%	-1%	-0%	14%	11%	4%	-0%	0%	0%	-0%	-0%
Skilled Craft																
Workforce #/%	44/54%	22/27%	15/18%	0/0%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,100/49%	5,265/42%	555/4%	20/0%	55/0%	0/0%	50/0%	0/0%	250/2%	70/1%	40/0%	0/0%	60/0%	0/0%	0/0%	0/0%
Utilization #/%	5%	-15%	14%	-0%	-0%	0%	-0%	0%	-1%	-1%	-0%	0%	-0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	23/37%	9/15%	18/29%	0/0%	0/0%	0/0%	0/0%	0/0%	8/13%	0/0%	4/6%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,805/23%	6,560/22%	2,795/9%	50/0%	395/1%	30/0%	204/1%	4/0%	4,785/16%	4,780/16%	2,885/10%	20/0%	590/2%	0/0%	80/0%	0/0%
Utilization #/%	14%	-7%	20%	-0%	-1%	-0%	-1%	-0%	-3%	-16%	-3%	-0%	-2%	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
Professionals					✓											
Protective Services: Sworn-Patrol Officers										✓						
Protective Services: Non-sworn	✓															
Administrative Support	✓	✓	✓		✓											
Skilled Craft		✓														
Service/Maintenance										✓						

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
Chief Deputy																
Workforce #/%	2/100%	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%
Major																
Workforce #/%	4/100%	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%
Captain																
Workforce #/%	5/71%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	9/69%	0/0%	0/0%	0/8%	1/8%	0/0%	0/0%	0/0%	3/23%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	19/44%	6/14%	8/19%	0/5%	2/5%	0/0%	0/0%	0/0%	3/7%	2/5%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	188/42%	79/18%	51/11%	2/0%	2/0%	0/0%	0/0%	0/0%	64/14%	30/7%	34/8%	0/0%	0/0%	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 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: Katherine Branch

Asst. HR Director

01-31-2020

[signature]

[title]

[date]



County Judge Mark Henry

February 10, 2020

Date