

# EEOP Utilization Report



Thu Sep 24 21:28:31 EDT 2015

## Step 1: Introductory Information

<b>Grant Title:</b>	Victims of Crime Act	<b>Grant Number:</b>	2550004
<b>Grantee Name:</b>	Galveston County	<b>Award Amount:</b>	\$112,429.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	722 Moody, 2nd Floor Galveston, Texas 77550		
<b>Contact Person:</b>	Betsy Thomas	<b>Telephone #:</b>	409-770-5355
<b>Contact Address:</b>	722 Moody, 3rd Floor Galveston, Texas 77550		
<b>State Granting Agency:</b>	Office of the Governor of the State of Texas, Criminal Justice Division	<b>Grant Number:</b>	2550004
<b>Contact Name:</b>	David Villafranca		
<b>Contact Address:</b>	1100 San Jacinto Blvd. Austin, Texas 78701		
<b>Telephone #:</b>	512-463-1919		

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<b>Grant Title:</b>	Justice Assistance Grant Program	<b>Grant Number:</b>	2014-DJ-BX-1041
<b>Grantee Name:</b>	Galveston County	<b>Award Amount:</b>	\$40,443.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	722 Moody, 2nd Floor Galveston, Texas 77550		
<b>Contact Person:</b>	Betsy Thomas	<b>Telephone #:</b>	409-770-5355
<b>Contact Address:</b>	722 Moody, 3rd Floor Galveston, Texas 77550		
<b>DOJ Grant Manager:</b>	Carrie Booth	<b>DOJ Telephone #:</b>	202-305-7426

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<b>Grant Title:</b>	Justice Assistance Grant Program	<b>Grant Number:</b>	2012-DJ-BX-0283
<b>Grantee Name:</b>	Galveston County	<b>Award Amount:</b>	\$41,993.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	722 Moody, 2nd Floor Galveston, Texas 77550		

**Contact Person:** Betsy Thomas **Telephone #:** 409-770-5355  
**Contact Address:** 722 Moody, 3rd Floor  
Galveston, Texas  
77550  
**DOJ Grant Manager:** Carrie Booth **DOJ Telephone #:** 202-305-7426

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**Grant Title:** Justice Assistance Grant Program **Grant Number:** 2015-DJ-BX-0834  
**Grantee Name:** Galveston County **Award Amount:** \$31,402.00  
**Grantee Type:** Local Government Agency  
**Address:** 722 Moody, 2nd Floor  
Galveston, Texas  
77550  
**Contact Person:** Betsy Thomas **Telephone #:** 409-770-5355  
**Contact Address:** 722 Moody, 3rd Floor  
Galveston, Texas  
77550  
**DOJ Grant Manager:** Carrie Booth **DOJ Telephone #:** 202-305-7426

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**Grant Title:** Justice Assistance Grant Program **Grant Number:** 2013-DJ-BX-0882  
**Grantee Name:** Galveston County **Award Amount:** \$42,672.00  
**Grantee Type:** Local Government Agency  
**Address:** 722 Moody, 2nd Floor  
Galveston, Texas  
77550  
**Contact Person:** Betsy Thomas **Telephone #:** 409-770-5355  
**Contact Address:** 722 Moody, 3rd Floor  
Galveston, Texas  
77550  
**DOJ Grant Manager:** Carrie Booth **DOJ Telephone #:** 202-305-7426

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**Grant Title:** Juvenile Justice and Delinquency Prevention Grant Program **Grant Number:** 2704803  
**Grantee Name:** Galveston County **Award Amount:** \$75,000.00  
**Grantee Type:** Local Government Agency  
**Address:** 722 Moody, 2nd Floor  
Galveston, Texas  
77550



## 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 or greater in reportable areas and on underutilizations of two standard deviations from the relevant workforce in reportable areas. Thus, the narrative below includes all underutilizations of two standard deviations from the relevant workforce as well as some underutilizations that are less than two standard deviations from the relevant workforce. A review of the Utilization Analysis Chart identifies the following areas of such underutilization:

### Officials and Administrators:

Hispanic or Latino females are underutilized by 4%, and Black or African-American females are underutilized by 7%.

### Professionals:

Asian males are underutilized by 3%, and White females are underutilized by 9%.

### Technicians:

Black or African-American males are underutilized by 8%, White females are underutilized by 17%, Hispanic or Latino females are underutilized by 3%, and Asian females are underutilized by 4%.

### Protective Services - Sworn:

Black or African-American males are underutilized by 5%, Two or More Races males are underutilized by 3%, and Black or African-American females are underutilized by 5%.

### Protective Services - Non-Sworn:

Hispanic or Latino males are underutilized by 13%, White females are underutilized by 15%, and Hispanic or Latino females are underutilized by 7%.

### Administrative Support:

Hispanic or Latino males are underutilized by 5%, Black or African-American males are underutilized by 4%, and Asian males are underutilized by 1%.

### Skilled Craft:

Hispanic or Latino males are underutilized by 17%.

### Service/Maintenance:

Hispanic or Latino males are underutilized by 6%, White females are underutilized by 7%, Hispanic or Latino females are underutilized by 16%, and Asian females are underutilized by 2%.

## 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 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 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 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 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 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 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 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 County's 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
<b>Officials/Administrators</b>																
Workforce #/%	10/48%	2/10%	1/5%	0/0%	1/5%	0/0%	0/0%	0/0%	7/33%	0/0%	0/0%	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 #/%	4%	2%	3%	-0%	2%	-0%	-0%	0%	2%	-4%	-7%	-0%	-1%	0%	-0%	0%
<b>Professionals</b>																
Workforce #/%	60/28%	7/3%	23/11%	0/0%	1/0%	0/0%	1/0%	0/0%	72/33%	14/7%	33/15%	1/0%	3/1%	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%	-1%	8%	-0%	-3%	0%	0%	-0%	-9%	-1%	8%	0%	-2%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	6/32%	5/26%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/16%	1/5%	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 #/%	8%	16%	-8%	0%	-0%	0%	-0%	0%	-17%	-3%	8%	0%	-4%	0%	0%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	239/48%	77/16%	57/12%	1/0%	4/1%	0/0%	1/0%	0/0%	64/13%	20/4%	29/6%	1/0%	0/0%	0/0%	1/0%	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 #/%	4%	0%	-5%	0%	1%	0%	-3%	0%	5%	2%	-5%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	3/8%	1/3%	22/58%	0/0%	0/0%	0/0%	0/0%	0/0%	2/5%	1/3%	9/24%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	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%	-13%	47%	0%	0%	0%	0%	0%	-15%	-7%	19%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	19/6%	7/2%	4/1%	0/0%	0/0%	0/0%	0/0%	0/0%	172/56%	59/19%	40/13%	0/0%	4/1%	0/0%	2/1%	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%

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 #/%	-16%	-5%	-4%	-0%	-1%	0%	-1%	-0%	17%	4%	5%	-0%	0%	0%	0%	-0%	
<b>Skilled Craft</b>																	
Workforce #/%	52/58%	23/26%	14/16%	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 #/%	9%	-17%	11%	-0%	-0%	0%	-0%	0%	-1%	-1%	-0%	0%	-0%	0%	0%	0%	
<b>Service/Maintenance</b>																	
Workforce #/%	14/25%	9/16%	20/36%	0/0%	0/0%	0/0%	1/2%	0/0%	5/9%	0/0%	6/11%	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 #/%	3%	-6%	27%	-0%	-1%	-0%	1%	-0%	-7%	-16%	1%	-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
<b>Professionals</b>					✓				✓							
<b>Protective Services: Sworn</b>			✓				✓				✓					
<b>Protective Services: Non-sworn</b>	✓	✓							✓							
<b>Administrative Support</b>	✓	✓	✓		✓											
<b>Skilled Craft</b>		✓														
<b>Service/Maintenance</b>										✓						

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 EEOP Utilization Report.

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

Mark Lamm County Judge 9-29-15  
[signature] [title] [date]