



HUMAN RESOURCES DEPARTMENT

FORT BEND COUNTY, TEXAS

Kent Edwards, PHR
Director of Human Resources

To: Judge Robert Hebert
Commissioner Richard Morrison
Commissioner Grady Prestage
Commissioner Andy Meyers
Commissioner James Patterson

From: Kent Edwards

Date: March 16, 2016

Subject: Equal Employment Opportunity Plan Short Form

Attached please find the recently completed Equal Employment Opportunity Plan (EEOP) Short Form for Fort Bend County. The United States Department of Justice (DOJ) requires that grant recipients practice equal opportunity employment and obtain and retain certain employment data related to the race, national origin and sex of the recipient's workforce. Further, the DOJ requires that certain grant recipients complete the EEOP Short Form and certify that the form has been completed and is on file with the employer.

As a recipient of a grant under the Fiscal Year 2015 Edward Byrne Memorial Justice Assistance Grant program, Fort Bend County must comply with DOJ's EEO requirements. Therefore, the attached EEOP Short Form was prepared by Human Resources and is submitted to Commissioners Court for review and approval.

To prepare the EEOP Short Form we completed a Workforce Utilization Analysis which compares the sex and racial diversity of our workforce (Fort Bend County as an employer) as of February 2016 with that of Fort Bend County as a whole per the 2010 Census. Areas of under-utilization as identified by the Utilization Analysis must then be addressed in narrative form. Employers must prepare Objectives and Steps to Achieve Objectives as well as internal and external dissemination procedures.

Please contact Carolyn Manville in Human Resources if you have any questions regarding any part of the EEOP Short Form or the DOJ EEO requirements.