

# EEO Utilization Report

## Organization Information

Name: Fort Bend County

City: Richmond

State: TX

Zip: 77469

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

Fort Bend County applies positive employment practices designed to ensure the full realization of equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, and genetic information, or any other classification protected by state, federal and local laws.

This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, discharge, pay, fringe benefits, layoff, recall, transfer, and training. Improper interference with an individuals ability to achieve or maintain employment based on a protected status is prohibited.

## Step 4b: Narrative of Interpretation

A utilization analysis of the workforce of Fort Bend County, including all courts, offices and departments responsible for delivering services to the citizens of Fort Bend County, indicates underutilization of minorities and women in several categories. The focus of this plan will be on the largest areas of under-utilization; however, Fort Bend County welcomes the chance to increase the representation of all minority groups. Areas of focus will include:

- Hispanic or Latino Males in the categories of Officials Administrators (-10%), Technicians (-8%), Administrative Support (-3%), Skilled Craft (-31%);
- Black Males in the categories of Protective Services Sworn (-14%), Administrative Support (-4%);
- Asian Males in the categories of Officials Administrators (-7%) and Professionals (-8%), Technicians (-4%), Administrative Support (-5%), Skilled Craft (-3%);
- White Females in the categories of Officials Administrators (-8%), Skilled Craft (-2%), Service Maintenance (-11%);

{Note: Protective Services Non-Sworn also shows a significant under-utilization of White Females (-23%) and Hispanic or Latino Females (-7%). However, this category is primarily composed of civilian detention officers and juvenile detention officers, and the male/female ratio is based on the detention centers inmate populations. That is, a higher male inmate population dictates that there shall be more male detention officers than female.}

- Hispanic or Latino Females in the categories of Service Maintenance (-10%);
- Black Females in the categories of Protective Services Sworn (-8%), Service Maintenance (-8%);
- Asian Females in the category of Officials Administrators (-3%), Technicians (-3%), Administrative Support (-3%), Service Maintenance (-6%);

## Step 5: Objectives and Steps

### **1. 1. Ensure equal employment opportunities for Hispanic or Latino Males when our organization fills vacancies that become available, especially in the areas of underutilization noted in Step 4b above. We will:**

- a. Evaluate applicant data to ensure the County is attracting a sufficient pool of qualified Hispanic and Latino applicants in these job categories. Use this data to determine which recruitment methods have been effective and target this population in our recruitment efforts.
- b. In the next three months, evaluate all aspects of the selection process for positions in this job category and determine if any barriers exist to equal employment opportunity.
- c. Seek candidate referrals from current Hispanic and Latino employees for future job openings.
- d. Participate in job fairs at Houston Community College, Texas State Technical College and Wharton County Jr. College, (These campuses have high minority enrollments and offer skilled/craft trainings.) and local churches to recruit candidates.

### **2. 2. Ensure equal employment opportunities for Black or African American Males and Females, when our organization fills vacancies that become available, especially in the areas of underutilization noted in Step 4b above. We will:**

- a. Meet with the officials of Fort Bend County law enforcement offices to review selection processes and determine if any barriers exist to equal employment opportunity.
- b. Evaluate means of encouraging Black or African American males and females in the over-utilized category of Protective Services Non-sworn to obtain the necessary training and certification to transfer into protective services

sworn positions when possible.

- c. Continue to participate and increase recruitment efforts with predominantly Black or African American Men and/or Womens groups, colleges and churches with predominantly minority populations.
- d. Use data available from applications on file to determine which recruitment methods have been most effective in reaching Black or African American applicants.
- e. Continue career education efforts with high school criminal justice groups and Junior ROTC programs with high minority populations.

**3. 3. Ensure equal employment opportunities for Asian Males and Females when our organization fills vacancies that become available, especially in the areas of underutilization noted in Step 4b above. We will:**

- a. Continue use of internet recruitment sites and associations targeting Asian candidates such as the National Association of Asian American Professionals and the United States Pan Asian American Chamber of Commerce.
- b. Continue to participate in job fairs at the local Chinese Community Center and local Colleges and Universities.
- c. Examine the training and promotional practices to ensure Asian Males and Females are given equal opportunity to succeed within the Official/Administrator, Technicians, Professional and Administrative Support and Service Maintenance categories.

**4. 4. Ensure equal employment opportunities for White and Hispanic or Latino Females, when our organization fills vacancies that become available, in the areas of underutilization noted in Step 4b above. We will:**

- a. Increase recruitment efforts and participate in Job Fairs at local high schools, colleges and churches with high Female populations, including University of Houston, Houston Community College and Wharton County Jr. College.
- b. Examine the training and promotional practices to ensure White and Hispanic or Latino Females are given equal opportunity to succeed within the Official/Administrator, Protective Services Non-sworn, Skilled Craft and Service Maintenance categories.
- c. In the next three months, evaluate all aspects of the selection process for positions in this job category and determine if any barriers exist to equal employment opportunity.

## **Step 6: Internal Dissemination**

1. Fort Bend County will place the EEOP Report, along with the Equal Employment Opportunity Statement, in its Employee Information Manual. All new hires review this policy and where to locate the Employee Information Manual, at the new hire orientation.
2. The EEOP Report will be posted on the Fort Bend County intranet, which the employees can access. Employees will be notified of the posting by e-mail and through the Fort Bend County weekly employee newsletter.
3. All employees will be informed that a copy of the EEOP Report can be obtained on request from the Human Resources Office. Notification will be made by e-mail, the weekly employee newsletter, and posting on bulletin boards where appropriate.
4. A copy of the EEOP Report will be sent to all Department Heads, managers, supervisors and elected officials for dissemination to their employees.

## **Step 7: External Dissemination**

1. The EEOP Short Form will be posted on the Fort Bend County Public Website.
2. Fort Bend County will post on their employment webpage that the County is committed to be Equal Employment Opportunity Employer and that the EEOP Report is available on request for review.
3. Human Resources will make copies available in the lobby of the recruitment area for public perusal.
4. Copies of the EEOP Short Form will be made available at the Fort Bend County Libraries.

**Utilization Analysis Chart**  
**Relevant Labor Market: Fort Bend 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 #/%	15/58%	0/0%	2/8%	0/0%	0/0%	0/0%	0/0%	0/0%	3/12%	3/12%	3/12%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,635/40 %	1,570/10 %	980/6%	90/1%	1,120/7%	0/0%	70/0%	15/0%	3,255/20 %	1,070/6%	1,195/7%	25/0%	435/3%	0/0%	10/0%	4/0%
Utilization #/%	17%	-10%	2%	-1%	-7%	0%	-0%	-0%	-8%	5%	4%	-0%	-3%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	130/23%	25/4%	43/8%	2/0%	6/1%	0/0%	3/1%	0/0%	184/33%	63/11%	69/12%	1/0%	31/6%	0/0%	3/1%	0/0%
CLS #/%	6,285/22 %	1,090/4%	1,465/5%	30/0%	2,405/9%	0/0%	65/0%	100/0%	9,515/34 %	2,020/7%	3,040/11 %	10/0%	1,900/7%	0/0%	45/0%	70/0%
Utilization #/%	1%	1%	2%	0%	-8%	0%	0%	-0%	-1%	4%	1%	0%	-1%	0%	0%	-0%
<b>Technicians</b>																
Workforce #/%	97/41%	21/9%	13/5%	0/0%	5/2%	2/1%	3/1%	0/0%	44/19%	19/8%	20/8%	2/1%	8/3%	0/0%	3/1%	0/0%
CLS #/%	975/26%	625/17%	80/2%	10/0%	230/6%	0/0%	0/0%	0/0%	905/24%	290/8%	360/10%	0/0%	230/6%	0/0%	35/1%	30/1%
Utilization #/%	15%	-8%	3%	-0%	-4%	1%	1%	0%	-5%	0%	-1%	1%	-3%	0%	0%	-1%
<b>Protective Services: Sworn</b>																
Workforce #/%	242/40%	146/24%	78/13%	6/1%	19/3%	3/1%	7/1%	0/0%	39/7%	33/6%	25/4%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	965/38%	200/8%	700/27%	0/0%	95/4%	0/0%	10/0%	0/0%	160/6%	95/4%	310/12%	10/0%	20/1%	0/0%	0/0%	0/0%
Utilization #/%	3%	17%	-14%	1%	-1%	1%	1%	0%	0%	2%	-8%	-0%	-1%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	57/24%	46/19%	73/31%	0/0%	7/3%	0/0%	1/0%	0/0%	12/5%	14/6%	26/11%	0/0%	1/0%	0/0%	2/1%	0/0%
Civilian Labor Force #/%	105/35%	0/0%	55/18%	0/0%	0/0%	0/0%	0/0%	0/0%	85/28%	40/13%	15/5%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-11%	19%	12%	0%	3%	0%	0%	0%	-23%	-7%	6%	0%	0%	0%	1%	0%
<b>Administrative Support</b>																
Workforce #/%	21/3%	31/5%	16/2%	0/0%	3/0%	0/0%	0/0%	0/0%	251/37%	250/37%	82/12%	3/0%	16/2%	0/0%	9/1%	0/0%
CLS #/%	6,840/18 %	2,945/8%	2,410/6%	0/0%	2,065/5%	0/0%	170/0%	35/0%	11,335/29 %	6,395/16 %	4,420/11 %	30/0%	1,955/5%	0/0%	145/0%	60/0%
Utilization #/%	-15%	-3%	-4%	0%	-5%	0%	-0%	-0%	8%	20%	1%	0%	-3%	0%	1%	-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
<b>Skilled Craft</b>																
Workforce #/%	136/75%	31/17%	12/7%	1/1%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,070/35 %	5,495/48 %	785/7%	0/0%	370/3%	0/0%	60/1%	30/0%	270/2%	40/0%	135/1%	0/0%	210/2%	0/0%	0/0%	0/0%
Utilization #/%	40%	-31%	-0%	1%	-3%	0%	0%	-0%	-2%	-0%	-1%	0%	-2%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	38/51%	20/27%	6/8%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	8/11%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,970/15 %	8,285/25 %	2,770/9%	10/0%	965/3%	0/0%	45/0%	60/0%	3,505/11 %	6,880/21 %	2,940/9%	45/0%	2,000/6%	0/0%	80/0%	15/0%
Utilization #/%	36%	2%	-0%	-0%	-2%	0%	-0%	-0%	-11%	-10%	-8%	-0%	-6%	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>Technicians</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 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.

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[signature]

[title]

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[date]