

AGENDA ITEM
38

FORT BEND COUNTY FY 2009
COMMISSIONERS COURT AGENDA REQUEST FORM
Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: September 16, 2009 Submitted By: Kent Edwards
Department: Human Resources
Court Agenda Date: September 22, 2009 Phone Number: 281-341-8631

SUMMARY OF ITEM: Review the Equal Employment Opportunity Plan prepared by Human Resources as required by the Department of Justice for recipients of FY 2009 Recovery Act Justice Assistance Grant, and authorize County Judge to certify the EEOP.

RENEWAL AGREEMENT/APPOINTMENT YES NO
REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES NO

FINANCIAL SUMMARY:

BUDGETED ITEM: YES NO

FUNDNG SOURCE: Accounting Unit: _____ Account Number: _____
Activity (If Applicable): _____

DESCRIPTION OF LAWSON ACCOUNT: _____

Instructions to submit Agenda Request Form:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

DISTRIBUTION:

Original Form Submitted with back up to County Judge's Office x (✓ when completed)
If by E-Mail to ospindon@co.fort-bend.tx.us If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

x	Auditor	(281-341-3774)	x	Comm. Pct. 1	(281-342-0587)
x	Budget Officer	(281-344-3954)	x	Comm. Pct. 2	(281-403-8009)
<input type="checkbox"/>	Facilities/Planning	(281-633-7022)	x	Comm. Pct. 3	(281-242-9060)
<input type="checkbox"/>	Purchasing Agent	(281-341-8642)	x	Comm. Pct. 4	(281-980-9077)
<input type="checkbox"/>	Information Technology	(281-341-4526)	x	County Clerk	(281-341-8697)
x	Other: Drainage		x	County Atty	(281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify):

9-24-09 copy received



HUMAN RESOURCES DEPARTMENT
FORT BEND COUNTY, TEXAS

Kent M. 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: September 15, 2009

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 2009 Recovery Act JAG 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 August 2009 with that of Fort Bend County as a whole per the 2000 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. We are required to certify that this EEOP Short Form has been completed no later than September 30, 2009.

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

EEOP Short Form



Wed Sep 16 10:42:27 EDT 2009

Step 1: Introductory Information

Grant Title:	FY 2009 Recovery Act JAG Program	Grant Number:	2009-SB-B9-2532
Grantee Name:	Fort Bend County TX	Award Amount:	\$349,610.00
Grantee Type:	Local Government Agency		
Address:	309 South Fourth Street Richmond, Texas 77469		
Contact Person:	Timothy Cumings	Telephone #:	281-341-8635
Contact Address:	4520 Reading Road Rosenberg, Texas 77471		
DOJ Grant Manager:	Esmeralda Womack	DOJ Telephone #:	202-353-3450

Policy Statement:

Fort Bend County applies positive service and employment practices designed to ensure the full realization of equal employment opportunity without regard to race, color, age, sex, religion, national origin, or disability. To implement this policy, Fort Bend County will continue to:

- Recruit, hire, train, promote, and service persons in all job classifications in accordance with this equal opportunity policy.
- Make selection decisions according to the principles of equal opportunity by imposing only valid requirements for employment opportunities.
- Ensure that all employment practices will be administered without regard to race, color, age, religion, sex, national origin, or disability.

Step 4b: Narrative Underutilization Analysis

Step 4b: Narrative Underutilization Analysis

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 Skilled Craft (-16%) and Service Maintenance (-5%)
- Black Males in the categories of Protective Services Sworn (-12%), Administrative Support (-6%), Skilled Craft (-7%) and Service Maintenance (-8%)
- Asian Males in the categories of Officials/Administrators (-8%) and Professionals (-8%)
- White Females in the categories of Officials/Administrators (-8%), , and Service Maintenance (-12%)

(Note: Protective Services Non Sworn also shows a significant under-utilization of white females. 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 be more male detention officers than female.)

- Black Females in the categories of Technicians (-11%), and Protective Services Sworn (-7%)
- Asian Females in the category of Professionals (-6%)

Step 5 & 6: Objectives and Steps

1. Ensure equal employment opportunities for Asian males and females and white females in the areas of underutilization noted in Step 4b above.

- a. Continue use of internet recruitment sites and associations targeting Asian males and females such as the Pan-Asian Leaders in Financing and Accounting.
- b. Training and promotional practices will be examined to ensure white and Asian females are given equal opportunity to succeed within the Official/Administrator and Professional categories

2. Ensure equal employment opportunities for Hispanic or Latino males when the County seeks to fill Skilled Craft and Service Maintenance positions.

- a. Evaluate applicant data to ensure the County is attracting a sufficient pool of qualified Hispanic and Latino applicants in these job categories. If not, further steps will be taken to target this population in our recruitment efforts.
- b. Using data available from applications on file, determine which recruitment methods have been most effective in reaching Hispanic or Latino applicants.
- 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.
- d. Seek candidate referrals from current Hispanic and Latino employees for future job openings.
- e. Participate in four fall job fairs at Houston Community College (HCC campuses have high minority enrollments)

3. Ensure equal employment opportunities for Black or African American males and females, especially in the areas of underutilization noted in Step 4b above.

- a. Increase recruitment efforts with predominantly black womens groups, predominantly black churches, and colleges with high black enrollments

- b. Using data available from applications on file, determine which recruitment methods have been most effective in reaching black male and female applicants
- c. Continue career education efforts with high school criminal justice groups and Junior ROTC programs with high minority populations
- d. Continue to participate in Job Fairs at local high schools, colleges and churches with high minority and female populations, including University of Houston Downtown on September 24, 2009, and four fall job fairs at Houston Community College.
- e. 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.
- f. Evaluate means of encouraging black 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.

Step 7a: Internal Dissemination

1. Fort Bend County includes an Equal Employment Opportunity Statement in its Employee Information Manual, and where appropriate, other policy and procedure manuals and correspondence.
2. All employees are given a copy of the EEO statement at orientation, and Fort Bend County policy on Equal Employment Opportunity is discussed at orientation. All new employees attend orientation.
3. The EEOP Short Form will be posted on the Fort Bend County intranet which the majority of employees can access. Employees will be notified of the posting by e-mail and through the weekly employee newsletter
4. Employees will be informed that a copy of the EEOP Short Form can be obtained from the Human Resources Office. Notification will be made by e-mail, the weekly employee newsletter, and posting on bulletin boards where appropriate.
5. A copy of the EEOP Short Form will be sent to all supervisors and managers

Step 7b: External Dissemination

1. Fort Bend County communicates to all recruitment sources that the County is committed to Equal Employment Opportunity. All recruitment advertisements include the EEO solicitation: "We are an Equal Opportunity Employer" or "EOE, M/F/D/V."
2. The EEOP Short Form will be posted on the Fort Bend County Website which is available to the public.
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	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 #/%	15/56%	1/4%	3/11%	0/0%	0/0%	0/0%	0/0%	3/11%	1/4%	4/15%	0/0%	0/0%	0/0%	0/0%
CLS #/%	14,585/45%	1,910/6%	1,935/6%	60/0%	2,515/8%	0/0%	245/1%	6,065/19%	1,225/4%	2,365/7%	40/0%	1,015/3%	4/0%	100/0%
Utilization #/%	10%	-2%	5%	-0%	-8%	0%	-1%	-8%	-0%	7%	-0%	-3%	-0%	-0%
Professionals														
Workforce #/%	116/29%	15/4%	28/7%	0/0%	4/1%	0/0%	0/0%	145/37%	35/9%	45/11%	0/0%	9/2%	0/0%	0/0%
CLS #/%	12,320/29%	1,360/3%	2,675/6%	45/0%	3,825/9%	0/0%	260/1%	11,400/27%	1,790/4%	5,360/13%	25/0%	3,305/8%	0/0%	175/0%
Utilization #/%	0%	1%	1%	-0%	-8%	0%	-1%	10%	5%	-1%	-0%	-6%	0%	-0%
Technicians														
Workforce #/%	74/45%	8/5%	13/8%	0/0%	5/3%	0/0%	0/0%	39/24%	3/2%	14/9%	0/0%	7/4%	0/0%	0/0%
CLS #/%	1,165/24%	370/8%	425/9%	10/0%	365/8%	15/0%	15/0%	895/18%	340/7%	930/19%	4/0%	315/6%	0/0%	15/0%
Utilization #/%	21%	-3%	-1%	-0%	-4%	-0%	-0%	6%	-5%	-11%	-0%	-2%	0%	-0%
Protective Services: Sworn														
Workforce #/%	257/50%	89/17%	67/13%	1/0%	9/2%	0/0%	0/0%	50/10%	22/4%	19/4%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,245/39%	460/14%	805/25%	20/1%	45/1%	0/0%	10/0%	195/6%	70/2%	340/11%	0/0%	0/0%	0/0%	4/0%
Utilization #/%	11%	3%	-12%	-0%	0%	0%	-0%	4%	2%	-7%	0%	0%	0%	-0%
Protective Services: Non-sworn														
Workforce #/%	48/27%	38/21%	46/26%	0/0%	0/0%	0/0%	0/0%	15/8%	8/4%	23/13%	0/0%	1/1%	0/0%	0/0%
Civilian Labor Force #/%	75/36%	25/12%	30/14%	0/0%	0/0%	0/0%	0/0%	75/36%	0/0%	4/2%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-9%	9%	11%	0%	0%	0%	0%	-28%	4%	11%	0%	1%	0%	0%
Administrative Support														
Workforce #/%	14/2%	11/2%	5/1%	0/0%	3/1%	0/0%	0/0%	280/49%	174/30%	68/12%	1/0%	15/3%	0/0%	0/0%
CLS #/%	8,315/19%	2,285/5%	2,910/7%	4/0%	1,840/4%	10/0%	100/0%	14,165/32%	5,115/12%	6,580/15%	55/0%	2,445/6%	30/0%	205/0%
Utilization #/%	-16%	-3%	-6%	-0%	-4%	-0%	-0%	17%	19%	-3%	0%	-3%	-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
Skilled Craft														
Workforce #/%	125/74%	27/16%	15/9%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,220/39%	4,370/32%	2,090/16%	20/0%	750/6%	0/0%	70/1%	310/2%	210/2%	225/2%	15/0%	170/1%	0/0%	10/0%
Utilization #/%	36%	-16%	-7%	0%	-6%	0%	-1%	-2%	-2%	-2%	-0%	-1%	0%	-0%
Service/Maintenance														
Workforce #/%	30/58%	9/17%	4/8%	0/0%	0/0%	0/0%	0/0%	0/0%	6/12%	3/6%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,475/17%	7,045/22%	5,145/16%	35/0%	1,030/3%	20/0%	220/1%	3,975/12%	4,400/14%	3,180/10%	65/0%	1,165/4%	0/0%	105/0%
Utilization #/%	41%	-5%	-8%	-0%	-3%	-0%	-1%	-12%	-2%	-4%	-0%	-4%	0%	-0%

CERTIFICATION FORM

Recipient Name and Address: Fort Bend County, 309 South Fourth Street, Richmond, TX 77469

Grant Title: FY 2009 Recovery Act JAG Program Grant Number: 2009-SB-B9-2532 Award Amount: \$349,610.00

Contact Person Name and Title: Timothy Cumings, Grants Administration Phone Number: (281)341-8635

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R §§ 42.301-308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete **Section A** below. Recipients that claim the limited exemption from the submission requirement, must complete **Section B** below. **A recipient should complete either Section A or Section B, not both.** If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202)307-0690 or TTY (202) 307-2027.

Section A- Declaration Claiming Complete Exemption from the EEOP Requirement. Please check all the boxes that apply.

- Recipient has less than 50 employees,
- Recipient is a non-profit organization,
- Recipient is a medical institution,
- Recipient is an Indian tribe,
- Recipient is an educational institution, or
- Recipient is receiving an award less than \$25,000

I, _____ [responsible official], certify that _____ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R §42.302. I further certify that _____ [recipient] will comply with applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Print or type Name and Title	Signature	Date
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Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review.

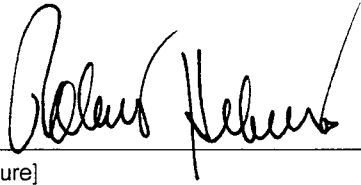
If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to OJP for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Robert E. Hebert, County Judge [responsible official], certify that the County of Fort Bend, Texas [recipient], which has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR §42.301, *et seq.*, subpart E. I further certify that the EEOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of: Fort Bend County Human Resources [organization], at 4520 Reading Road, Rosenberg, TX 77471 [address], for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U. S. Department of Justice, as required by relevant laws and regulations.

Robert E. Hebert, County Judge		9-22-09
Print or type Name and Title	Signature	Date

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 Short Form.

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



[signature]

[title]

9-22-09

[date]