

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.

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www.fortbendcountytx.gov

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEO) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: <u>Fort Bend County</u>	
Address: <u>401 Jackson Street, Richmond, Texas 77469</u>	
Is agency a; <input checked="" type="checkbox"/> Direct or <input type="checkbox"/> Sub recipient of OJP, OVW or COPS funding?	Law Enforcement Agency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
DUNS Number: <u>081497075</u>	Vendor Number (only if direct recipient) <u>746001969</u>
Name and Title of Contact Person: <u>Jenetha Jones, Executive Assistant /Grants</u>	
Telephone Number: <u>281-341-8608</u>	E-Mail Address: <u>Jenetha.Jones@fortbendcountytexas.gov</u>

Section A—Declaration Claiming Complete Exemption from the EEO Requirement

Please check all the following boxes that apply.

- | | | |
|---|--|--|
| <input type="checkbox"/> Less than fifty employees. | <input type="checkbox"/> Indian Tribe | <input type="checkbox"/> Medical Institution. |
| <input type="checkbox"/> Nonprofit Organization | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Receiving a single award(s) less than \$25,000. |

I, _____ [responsible official], certify that _____ [recipient] is not required to prepare an EEO 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.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEO Submission Requirement and Certifying That an EEO Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEO to the OCR 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 County of Fort Bend [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEO in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEO and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEO is on file at the following office:

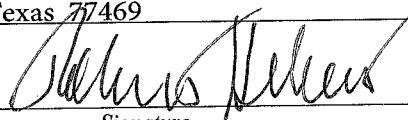
Fort Bend County Human Resources

[organization],

301 Jackson Street, Suite 243, Richmond, Texas 77469

[address].

Robert E. Hebert, County Judge



March 22, 2016

Print or Type Name and Title

Signature

Date

Section C—Declaration Stating that an EEO Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEO Short Form to the OCR for review.

I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEO in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

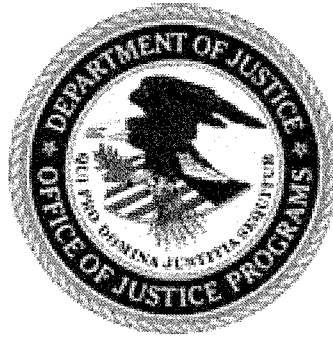
If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title

Signature

Date

EEOP Utilization Report



Tue Mar 15 12:30:08 EDT 2016

Step 1: Introductory Information

Grant Title:	Edward Byrne Memorial Justice Assistance Grant FY 2015	Grant Number:	2015-DJ-BX-0424
Grantee Name:	Fort Bend County	Award Amount:	\$62,655.00
Grantee Type:	Local Government Agency		
Address:	301 Jackson Street Richmond, Texas 77469		
Contact Person:	The Honorable Robert E. Hebert	Telephone #:	281-341-8608
Contact Address:	301 Jackson Street Richmond, Texas 77469		
DOJ Grant Manager:	Carrie Booth	DOJ Telephone #:	202-305-7426

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 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 Officials Administrators (-6%), Technicians (-9%), Administrative Support (-4%), 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 (-7%), Administrative Support (-5%), Skilled Craft (-3%)
- White Females in the categories of Officials Administrators (-12%), Technicians (-6%), 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 (-8%). 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 (-6%)
- Asian Females in the category of Officials Administrators (-3%), Administrative Support (-3%), Service Maintenance (-6%)

Step 5 & 6: Objectives and Steps

1. Ensure equal employment opportunities for Hispanic or Latino Males 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. If not, further steps will be taken to target this population in our recruitment efforts.
- b. Use data available from applications on file and 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 job fairs at Houston Community College and Wharton County Jr. College, (These campuses have high minority enrollments) and local churches.

2. Ensure equal employment opportunities for Black or African American Males and Females, especially in the areas of underutilization noted in Step 4b above. We will:

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

- b. Use data available from applications on file to 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 populations, including University of Houston Downtown, Houston Community College and Wharton County Jr. 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.

3. Ensure equal employment opportunities for Asian Males and Females in the areas of underutilization noted in Step 4b above. We will:

- a. Continue use of internet recruitment sites and associations targeting Asian Males and Females in recruitment efforts.
- 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, Professional and Administrative Support, Skilled Craft and Service Maintenance categories.
- d. Use data available from applications on file to determine which recruitment methods have been most effective in reaching Asian Male and female applicants.

4. Ensure equal employment opportunities for White and Hispanic or Latino Females 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 Downtown, 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, Technicians, 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 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".
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	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 #/%	15/58%	1/4%	2/8%	0/0%	0/0%	0/0%	0/0%	0/0%	2/8%	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%	-6%	2%	-1%	-7%	0%	-0%	-0%	-12%	5%	4%	-0%	-3%	0%	-0%	-0%
Professionals																
Workforce #/%	122/24%	26/5%	43/8%	1/0%	6/1%	0/0%	3/1%	0/0%	177/34%	57/11%	50/10%	1/0%	27/5%	0/0%	2/0%	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%	3%	0%	-7%	0%	0%	-0%	0%	4%	-1%	0%	-2%	0%	0%	-0%
Technicians																
Workforce #/%	96/43%	16/7%	13/6%	0/0%	7/3%	1/0%	3/1%	0/0%	40/18%	14/6%	22/10%	1/0%	7/3%	0/0%	1/0%	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 #/%	18%	-9%	4%	-0%	-3%	0%	1%	0%	-6%	-1%	0%	0%	-3%	0%	-0%	-1%
Protective Services: Sworn																
Workforce #/%	235/41%	132/23%	76/13%	5/1%	17/3%	1/0%	8/1%	0/0%	44/8%	29/5%	24/4%	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%	15%	-14%	1%	-1%	0%	1%	0%	1%	1%	-8%	-0%	-1%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	58/26%	36/16%	67/30%	0/0%	3/1%	1/0%	3/1%	0/0%	13/6%	11/5%	30/13%	0/0%	1/0%	0/0%	1/0%	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 #/%	-9%	16%	12%	0%	1%	0%	1%	0%	-23%	-8%	8%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	20/3%	26/4%	12/2%	0/0%	3/0%	0/0%	0/0%	0/0%	247/39%	233/37%	73/11%	2/0%	13/2%	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 #/%	-14%	-4%	-4%	0%	-5%	0%	-0%	-0%	10%	20%	0%	0%	-3%	0%	1%	-0%

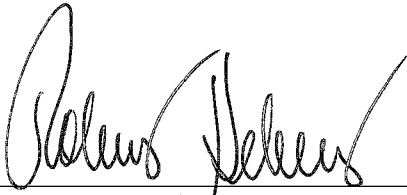
Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Skilled Craft																
Workforce #/%	127/73%	30/17%	14/8%	2/1%	0/0%	0/0%	0/0%	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 #/%	38%	-31%	1%	1%	-3%	0%	-1%	-0%	-2%	-0%	-1%	0%	-2%	0%	0%	0%
Service/Maintenance																
Workforce #/%	40/54%	19/26%	5/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/11%	2/3%	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 #/%	39%	0%	-2%	-0%	-3%	0%	-0%	-0%	-11%	-10%	-6%	-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
Professionals					✓											
Technicians		✓							✓							
Protective Services: Sworn			✓							✓			✓			
Protective Services: Non-sworn	✓								✓	✓						
Administrative Support	✓	✓	✓		✓								✓			
Skilled Craft		✓			✓				✓							
Service/Maintenance									✓				✓			

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.



[signature] *Robert Hebert,*

Fort Bend County Judge

[title]

March 22, 2016

[date]