

EEO Utilization Report

Organization Information

Name: Hays County

City: San Marcos

State: TX

Zip: 78666

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Employment decisions at Hays County will be based on merit, qualifications and abilities. Hays County does not discriminate based on race, age, gender, sexual preference, religion, color, disability or national origin. Hays County will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship for the county.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Director, Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Step 4b: Narrative of Interpretation

After comparing the County of Hays workforce to the relevant labor market, the County of Hays Utilization Reports conclude:

Both White and Hispanic Females were under represented in the Job Categories of Technicians and Protective Services-Non sworn

Hispanic Females were under represented in the Job Category of Protective Services-Sworn

Both White and Hispanic Males were under represented in the Job Category of Administrative Support

Hispanic Males were under represented in the Job Categories of Protective Services - Sworn and Non sworn

The Community Labor Statistics and the Civilian Labor Force Statistics from our labor market(s) allowed an analysis that compares the demographics of Hays County workforce to the demographics of eligible workers in the labor market.

Step 5: Objectives and Steps

1. Hays County is committed to making its workforce profile more closely reflect the available labor force in our area. We must acknowledge that opportunities to recruit new employees are limited by the fiscal constraints under which state government continues to operate in addition to a turnover rate that is low in the job categories that are underutilized.

- a. Increase representation by evaluating our recruitment practices to ensure underutilized areas are addressed.
- b. Review job descriptions and recruiting efforts to ensure there are no barriers to the workplace.
- c. Provide training on Equal Employment Opportunity for employees involved in the hiring and promotional processes to ensure managers understand their responsibilities.

Step 6: Internal Dissemination

The County of Hays will make this EEOP available on its intranet along with notification that copies are available in the Hays County Human Resources office and the Sheriff's Office.

Additionally, the EEOP Utilization Report will be discussed with all managers and Elected Officials who have authority to recruit, attend job fairs, interviews and who have hiring authority.

Step 7: External Dissemination

Hays County will post a public notice in the Human Resources Department notifying the public that the County has developed an EEOP and it is available for review upon request. Hays County will continue to communicate to all recruitment sources that Hays County is committed to Equal Employment Opportunity and all recruitment advertisements shall continue to include the EEO solicitation "We are an Equal Opportunity Employer" and EOE, M/F/D/V. Additionally, all jobs that are identified for outside posting will be posted on the Texas Workforce Commission website, specifically workintexas.com

Utilization Analysis Chart
Relevant Labor Market: Hays 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 #/%	10/59%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/29%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,710/47%	615/11%	30/1%	0/0%	20/0%	0/0%	10/0%	0/0%	1,625/28%	495/9%	155/3%	40/1%	10/0%	0/0%	30/1%	10/0%
Utilization #/%	12%	-5%	-1%	0%	-0%	0%	-0%	0%	1%	-3%	-3%	-1%	-0%	0%	-1%	-0%
Professionals																
Workforce #/%	22/42%	5/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	22/42%	3/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,350/32%	710/7%	175/2%	0/0%	225/2%	0/0%	4/0%	45/0%	4,365/42%	1,060/10%	115/1%	35/0%	165/2%	0/0%	50/0%	40/0%
Utilization #/%	10%	3%	-2%	0%	-2%	0%	-0%	-0%	0%	-4%	-1%	-0%	-2%	0%	-0%	-0%
Technicians																
Workforce #/%	36/51%	14/20%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	11/16%	6/9%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	395/33%	200/17%	0/0%	0/0%	20/2%	0/0%	0/0%	0/0%	325/27%	260/22%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	19%	3%	1%	1%	-2%	0%	0%	0%	-11%	-13%	0%	1%	0%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	97/71%	24/18%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	12/9%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	290/47%	160/26%	15/2%	0/0%	0/0%	0/0%	0/0%	0/0%	65/11%	80/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	24%	-9%	-2%	-1%	1%	0%	0%	0%	-2%	-11%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	60/35%	47/27%	14/8%	0/0%	0/0%	0/0%	0/0%	0/0%	22/13%	20/12%	10/6%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	10/13%	30/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/27%	15/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	21%	-13%	8%	0%	0%	0%	0%	0%	-14%	-8%	6%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	18/7%	14/6%	3/1%	0/0%	0/0%	0/0%	0/0%	0/0%	112/46%	96/39%	3/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,550/24%	1,520/10%	190/1%	25/0%	50/0%	0/0%	65/0%	4/0%	5,235/36%	3,435/23%	340/2%	35/0%	140/1%	0/0%	49/0%	0/0%
Utilization #/%	-17%	-5%	-0%	-0%	-0%	0%	-0%	-0%	10%	16%	-1%	-0%	-1%	0%	-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	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 #/%	26/39%	40/61%	0/0%	0/0%	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 #/%	2,075/44%	2,215/47%	95/2%	0/0%	0/0%	0/0%	10/0%	25/1%	135/3%	129/3%	0/0%	0/0%	4/0%	0/0%	25/1%	0/0%
Utilization #/%	-5%	14%	-2%	0%	0%	0%	-0%	-1%	-3%	-3%	0%	0%	-0%	0%	-1%	0%
Service/Maintenance																
Workforce #/%	7/23%	11/35%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/13%	9/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,050/23%	4,335/32%	345/3%	55/0%	20/0%	0/0%	75/1%	0/0%	2,535/19%	2,695/20%	225/2%	0/0%	60/0%	0/0%	19/0%	15/0%
Utilization #/%	-0%	3%	-3%	-0%	-0%	0%	-1%	0%	-6%	9%	-2%	0%	-0%	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
Technicians									✓	✓						
Protective Services: Sworn		✓								✓						
Protective Services: Non-sworn		✓							✓	✓						
Administrative Support	✓															

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.

Certified As Final By: Shari Miller

HR Manager

04-14-2017

[signature]

[title]

[date]