EEOP Utilization Report

April 16, 2014

Policy Statement:

It is the policy of Jefferson County to ensure equal opportunity in employment for all employees and applicants. The County will provide, to the maximum extent possible, the same employment, placement, training, promotion, termination, layoff, leaves of absence, salary opportunities and benefits without regard to race, color, religion, sex, national origin, age, disability, veteran status (disabled), or political affiliation. To that end, the County will also promote the full realization of equal opportunity through continuing equal employment opportunity programs that will be an integral part of the total personnel management programs. Jefferson County is an Equal Opportunity Employer. Jefferson County does not discriminate on the basis of genetic information (Title II of the Genetic Information Nondiscrimination Act of 2008 - GINA) with respect to hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

Narrative Underutilization Analysis

The County's Human Resources Department reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market), and noted the following:

1. Hispanic or Latino representation remained at 6%, but does not exceed Hispanic representation in the local workforce (11.6%).

In reviewing the Utilization Analysis from two years ago, we have improved in the recruitment and retention of females in the Officials & Administrators and Para Professionals job categories. The County will focus on objectives and steps to achieve successful recruitment in the above areas. Jefferson County will use alternate recruitment sources when necessary to attract more qualified external applicants.

Objectives and Steps

1. **Encourage females to apply for vacancies in the Professional job categories.**

   The Human Resources Department will target female applicants in this job category (job fairs and educational institutions). Organizations and resources that the County has worked with in the past, such as: Buumon Buddhist Church; Department of Assistive & Rehabilitation Services; Goodwill-Beaumont; Jobs Today; Lamar State College-Port Arthur; Lamar Institute of Technology; Lamar State College-Orange; Magnolia Missionary Baptist; Port Arthur Public Library; Port of Beaumont; Southeast TX Workforce Development Board (setworks.org); St. Catherine of Sienna; St. Joseph Catholic Church; Starlight Baptist Church; Texas Commission for The Blind (DARS); Texas Workforce Career Center; The Office of Hispanic Ministries; Universities in Texas/Louisiana; and others.

2. **Encourage Hispanic or Latinos to apply for vacancies with Jefferson County.**

   The Human Resources Department will target Hispanic or Latino applicants (job fairs and educational institutions). Organizations and resources that the County has worked with in the past, such as: Buumon Buddhist Church, Department of Assistive & Rehabilitation Services, Goodwill-Beaumont, Jobs Today, Lamar State College-Port Arthur, Lamar Institute of Technology, Lamar State College-Orange, Magnolia Missionary Baptist, Port Arthur Public Library, Port of Beaumont, Southeast TX Workforce Development Board (setworks.org), St. Catherine of Sienna, St. Joseph Catholic Church, Starlight Baptist Church, Texas Commission for The Blind (DARS), Texas Workforce Career Center, The Office of Hispanic Ministries, Universities in Texas/Louisiana; and others.

Internal Dissemination

Distribute a hard copy to the members of Commissioners Court.

External Dissemination

Post a copy of the Utilization Analysis Report on the Jefferson County public website.

JEFFERSON COUNTY

YEAR-END 2015

TOTAL POPULATION = 1094

Male = 502 (46%)
Majority = 574 (52%)

Female = 592 (54%)
Minority = 520 (48%)
Black = 439 (40%)
Hispanic = 63 (6%)
Other = 18 (2%)

DEPARTMENT GROUP ANALYSIS

Elected Officials (Not included in Total Pop.)		Precincts		Other Depts. Under Comm. Court		Tax Department		County Clerk/ District Clerk		District Attorney	
39 (4%)		57 (5%)		158 (15%)		55 (5%)		61 (6%)		66 (6%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
34	5	50	7	85	73	3	52	3	58	28	38
87%	13%	88%	12%	54%	46%	5%	95%	5%	95%	42%	58%

Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority
29	10	32	25	91	67	33	22	34	27	40	26
74%	26%	56%	44%	58%	42%	60%	40%	56%	44%	61%	39%

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DEPARTMENT GROUP ANALYSIS

Sheriff Department		Juvenile Probation		Adult Probation		Purchasing/ Auditing		Courts		Justice of the Peace/Constables		Treasurer	
419 (38%)		56 (5%)		100 (9%)		22 (2%)		47 (4%)		50 (5%)		3 (.0%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
263	156	21	35	21	83	4	18	6	41	19	31	1	2
63%	37%	37%	63%	20%	80%	18%	82%	13%	87%	38%	62%	33%	67%

Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
222	197	12	44	43	61	15	7	33	14	21	29	2	1
53%	47%	21%	79%	41%	59%	68%	32%	70%	30%	42%	58%	67%	33%

JEFFERSON COUNTY

YEAR-END 2015
TOTAL POPULATION = 1094

ANALYSIS BY JOB GROUP CATEGORY

Officials & Administrators		Professionals		Technicians		Protective Serv. Workers		Para-Professionals		Administrative Support		Skilled Craft Workers		Service Maintenance	
68 (6%)		198 (18%)		42 (4%)		352 (32%)		6(1%)		328 (30%)		75 (7%)		25 (2%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
45	23	83	115	28	14	233	119	2	4	18	310	73	2	20	5

MAJORITY/MINORITY ANALYSIS

Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority
48	20	107	91	24	18	160	192	2	4	176	152	47	28	9	16

BLACK MALE/FEMALE ANALYSIS

Black Males	Black Females	Black Males	Black Females	Black Males	Black Females	Black Males	Black Females	Black Males	Black Females	Black Males	Black Females	Black Males	Black Females	Black Males	Black Females
12	6	24	53	8	7	78	92	1	1	8	111	23	1	12	3

HISPANIC MALE/FEMALE ANALYSIS

Hispanic Males	Hispanic Females	Hispanic Males	Hispanic Females	Hispanic Males	Hispanic Females	Hispanic Males	Hispanic Females	Hispanic Males	Hispanic Females	Hispanic Males	Hispanic Females	Hispanic Males	Hispanic Females	Hispanic Males	Hispanic Females
2	0	5	5	2	0	12	4	1	1	1	28	1	0	1	0

JEFFERSON COUNTY

2015 FULL-TIME HIRES

TOTAL - 126

MALE – 69 (55%)
MAJORITY – 61 (48%)

FEMALE – 57 (45%)
MINORITY – 65 (52%)
(54 Blacks, 8 Hispanics)

Depts. Under Comm. Court	Adult Probation	Juvenile Probation	Elected Officials	Sheriff Department	Auditing/Purchasing
12	5	8	44	56	1
10%	4%	6%	35%	44%	1%

ANALYSIS BY CATEGORY

Dept. Heads/ Supervisors		Professionals		Protective Services		Office/ Clerical		Skilled Craft		Service Maintenance		Technicians	
1		18		56		32		10		5		4	
1%		14%		44%		25%		8%		4%		3%	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
0	1	11	7	37	19	3	29	10	0	4	1	4	0
0%	100%	61%	39%	66%	34%	9%	91%	100%	0%	80%	20%	100%	0%

Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
1	0	9	9	30	26	13	19	4	6	2	3	2	2
100%	0%	50%	50%	54%	46%	41%	59%	40%	60%	4%	6%	50%	50%

JEFFERSON COUNTY

2015 TERMINATIONS

TOTAL – 108

MALE – 61
MAJORITY – 51

FEMALE – 47
MINORITY – 57

TERMINATIONS BY SKILL CATEGORIES

Dept. Heads/ Supervisors	Professionals	Technicians	Protective Services	Office/ Clerical	Skilled Craft	Skilled Maintenance	Para Professionals
8	13	2	57	16	8	2	2
7%	12%	2%	53%	15%	7%	2%	2%

TERMINATIONS BY FUNCTIONAL AREAS

Depts. Under Comm. Courts	Other Elected Officials	Adult/Juvenile Probation	Sheriff's Office	Auditing/Purchasing	Grant Funded
11	25	1	55	1	15
10%	23%	1%	51%	1%	14%

JEFFERSON COUNTY

2015 TERMINATIONS

TOTAL – 108

TERMINATIONS BY TYPE

Voluntary Termination	Involuntary Termination	Administrative Separation	Service Retirement	Deceased
64	12	4	27	1
59%	11%	4%	25%	1%

TERMINATIONS (MAJORITY/MINORITY)

Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
30	34	3	9	2	2	16	11	0	1
47%	53%	25%	75%	50%	50%	59%	41%	0%	100%

TERMINATIONS (MALE/FEMALE)

Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
34	30	7	5	3	1	16	11	1	0
53%	47%	58%	42%	75%	25%	59%	41%	100%	0%

Utilization Analysis

Plan Date: 01/01/2016 Jefferson County, TX

Job Group	Group Size	Employment Minority	Employment Female	Availability Minority	Availability Female	Underutilization Minority	Underutilization Female	Annual Goal Minority	Annual Goal Female
1 – Officials & Administrators	68	29.4	33.8	24.6	42.5	No 1	No 1		
2 – Professionals	198	46.0	58.1	32.0	46.5	No 1	No 1		
3 – Technicians	42	42.9	33.3	31.5	16.1	No 1	No 2		
4 – Protective Service Workers	352	54.5	33.8	45.6	38.3	No 1	No 1		
5 – Paraprofessionals	6	66.7	66.7	29.0	85.5	No 2	No *2		
6 – Administrative Support	328	46.3	94.5	32.7	85.4	No 1	No 1		
7 – Skilled Craft Workers	75	37.3	2.7	32.9	2.7	No 1	No 2		
8 – Service Maintenance	25	64.0	20.0	45.4	26.3	No 2	No * 2		

*Underutilized by less than a whole person
1 – Two Standard Deviations
2 – 80% Rule