

EEOP Utilization Report



June 30, 2022

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. Females were under-represented in the Officials & Administrators category (-14%). However, overall female representation in the County (57%) continues to exceed the availability of females in the local workforce (45.8%).
2. Hispanic or Latino representation increased from 6% to 7%, but still does not meet 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 Service Maintenance and Officials & Administrators 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: Buomon 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: Buomon 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 2021

TOTAL POPULATION = 1032

Male = 440 (43%)
Majority = 476 (46%)

Female = 592 (57%)
Minority = 556 (54%)
Black = 470 (46%)
Hispanic = 73 (7%)
Other = 13 (1%)

DEPARTMENT GROUP ANALYSIS

Elected Officials (Not included in Total Pop.)		<u>Precincts</u>		Other Depts. Under Comm. Court		Tax Department		County Clerk/ District Clerk		District Attorney	
39 (4%)		59 (6%)		157 (15%)		51 (5%)		59 (6%)		67 (6%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
32	7	51	8	79	78	3	48	4	55	28	39
82%	18%	86%	14%	50%	50%	6%	94%	7%	93%	42%	58%
Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority
26	13	31	28	93	64	28	23	28	31	44	23
67%	33%	55%	45%	60%	40%	55%	45%	47%	53%	66%	34%

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DEPARTMENT GROUP ANALYSIS

Sheriff Department		Juvenile Probation		Adult Probation		Purchasing/Auditing		Courts		Justice of the Peace/Constables		Treasurer	
392 (38%)		52 (5%)		81 (8%)		22 (2%)		47 (5%)		42 (4%)		3 (.0%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
213	179	20	32	16	65	3	19	8	39	14	28	1	2
54%	46%	38%	62%	20%	80%	14%	86%	17%	83%	33%	67%	33%	67%
Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
149	243	9	43	32	49	15	7	31	16	14	28	2	1
38%	62%	17%	83%	40%	60%	68%	32%	66%	34%	34%	67%	67%	33%

JEFFERSON COUNTY
YEAR-END 2021
TOTAL POPULATION = 1032

ANALYSIS BY JOB GROUP CATEGORY

Officials & Administrators		Professionals		Technicians		Protective Serv. Workers		Para-Professionals		Administrative Support		Skilled Craft Workers		Service Maintenance	
63 (6%)		195 (19%)		45 (4%)		324 (31%)		4(0%)		301 (29%)		73 (7%)		27 (3%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
37	26	77	118	32	13	185	139	0	4	17	284	71	2	21	6

MAJORITY/MINORITY ANALYSIS

Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority
39	24	110	85	26	19	105	219	1	3	139	162	45	28	11	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
13	6	21	52	11	6	86	117	0	3	11	107	21	1	10	5

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	1	3	7	1	1	13	1	0	0	1	39	3	0	1	0

JEFFERSON COUNTY

2021 FULL-TIME HIRES

TOTAL - 172

MALE – 84 (49%)
MAJORITY – 69 (40%)

FEMALE – 88 (51%)
MINORITY – 103 (60%)
 (83 Blacks, 16 Hispanics, 4 Other)

Depts. Under Comm. Court	Adult Probation	Juvenile Probation	Elected Officials	Sheriff Department
23	7	9	51	82
13%	4%	5%	30%	48%

ANALYSIS BY CATEGORY

Professionals		Protective Services		Office/ Clerical		Skilled Craft		Service Maintenance		Technicians		Officials	
19		85		43		8		8		6		3	
11%		49%		25%		5%		5%		3%		2%	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
9	10	50	35	4	39	8	0	6	2	4	2	1	2
47%	53%	59%	41%	9	91	100%	0%	75%	25%	67%	33%	33%	67%
Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
12	7	26	59	16	27	5	3	2	6	5	1	1	2
63%	37%	31%	69%	37%	63%	62%	38%	25%	75%	83%	17%	33%	67%

JEFFERSON COUNTY

2021 TERMINATIONS

TOTAL – 172

**MALE – 72
MAJORITY – 60**

**FEMALE – 100
MINORITY – 112**

TERMINATIONS BY SKILL CATEGORIES

Officials & Administrators	Professionals	Technicians	Protective Services	Office/ Clerical	Skilled Craft	Service Maintenance	Para Professionals
5	22	5	95	37	6	2	0
3%	13%	3%	55%	22%	3%	1%	0%

TERMINATIONS BY FUNCTIONAL AREAS

Depts. Under Comm. Courts	Other Elected Officials	Adult/Juvenile Probation	Sheriff's Office	Auditor's Office/Purchasing	Grant Funded
22	37	9	87	0	17
12%	22%	5%	51%	0%	10%

JEFFERSON COUNTY

2021 TERMINATIONS

TOTAL – 172

TERMINATIONS BY TYPE

Voluntary Termination		Involuntary Termination		Administrative Separation		Service Retirement		Completed Job Assignment		Deceased	
75		41		7		44		0		5	
44%		24%		4%		26%		0		3%	
TERMINATIONS (MAJORITY/MINORITY)											
Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
25	50	7	34	2	5	23	21	0	0	3	2
33%	67%	17%	83%	29%	71%	52%	48%	0	0	60	40%
TERMINATIONS (MALE/FEMALE)											
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
26	49	20	21	3	4	22	22	0	0	1	4
35%	65%	49%	51%	43%	57%	50%	50%	0	0	20%	80%

Utilization Analysis

Plan Date: 01/01/2022

Jefferson County, TX

Job Group	Group Size	Employment (%)		Availability (%)		Underutilization		Annual Goal	
		Minority	Female	Minority	Female	Minority	Female	Minority	Female
1 – Officials & Administrators	63	38	41	18	55	No 1	Yes 1		55
2 – Professionals	195	44	61	29	60	No 1	No 1		
3 – Technicians	45	42	29	32	38	No 1	No 1		
4 – Protective Service Workers	324	68	43	46	29	No 1	No 1		
5 – Paraprofessionals	4	75	100	41	86	No 2	No 2		
6 – Administrative Support	301	54	94	37	83	No 1	No 1		
7 – Skilled Craft Workers	73	38	3	36	9	No 1	No 2		
8 – Service Maintenance	27	59	22	50	37	No 2	No 2		

*Underutilized by less than a whole person
 1 – Two Standard Deviations
 2 – Binomial Distribution