

EEOP Utilization Report



May 1, 2017

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 2016

TOTAL POPULATION = 1086

Male = 488 (45%)
Majority = 555 (51%)

Female = 598 (55%)
Minority = 531 (49%)
Black = 455 (42%)
Hispanic = 61 (6%)
Other = 15 (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%)		55 (5%)		161 (15%)		54 (5%)		60 (5%)		65 (6%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
34	5	48	7	88	73	2	52	3	57	26	39
87%	13%	87%	13%	55%	45%	4%	96%	5%	95%	40%	60%
Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority
27	12	31	24	93	68	33	21	30	30	37	28
69%	31%	56%	44%	58%	42%	61%	39%	50%	50%	57%	43%

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DEPARTMENT GROUP ANALYSIS

Sheriff Department		Juvenile Probation		Adult Probation		Purchasing/Auditing		Courts		Justice of the Peace/Constables		Treasurer	
419 (39%)		54 (5%)		95 (9%)		22 (2%)		47 (4%)		51 (5%)		3 (.0%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
253	166	21	33	16	79	4	18	6	41	20	31	1	2
60%	40%	39%	61%	17%	83%	18%	82%	13%	87%	39%	61%	33%	67%
Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
211	208	11	43	38	57	15	7	33	14	21	30	2	1
50%	50%	20%	80%	40%	60%	68%	32%	70%	30%	41%	59%	67%	33%

JEFFERSON COUNTY
YEAR-END 2016
TOTAL POPULATION = 1086

ANALYSIS BY JOB GROUP CATEGORY

Officials & Administrators		Professionals		Technicians		Protective Serv. Workers		Para-Professionals		Administrative Support		Skilled Craft Workers		Service Maintenance	
67 (6%)		197 (18%)		42 (4%)		361 (33%)		3(.0%)		318 (29%)		73 (7%)		25 (2%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
45	22	82	115	26	16	224	137	0	3	20	298	71	2	20	5

MAJORITY/MINORITY ANALYSIS

Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority
45	22	110	87	24	18	154	207	1	2	167	151	44	29	10	15

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	7	24	52	7	8	81	105	0	2	9	108	24	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	1	5	3	2	0	12	3	0	0	1	31	1	0	0	0

JEFFERSON COUNTY
2016 FULL-TIME HIRES

TOTAL - 112

MALE – 48 (43%)
MAJORITY – 48 (43%)

FEMALE – 64 (57%)
MINORITY – 64 (57%)
(61 Blacks, 3 Hispanics)

Depts. Under Comm. Court	Adult Probation	Juvenile Probation	Elected Officials	Sheriff Department
14	12	4	22	60
12%	11%	4%	20%	53%

ANALYSIS BY CATEGORY

Professionals		Protective Services		Office/ Clerical		Skilled Craft		Service Maintenance	
17		63		24		4		4	
15%		56%		21%		4%		4%	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
7	10	32	31	1	23	4	0	4	0
41%	59%	51%	49%	4%	96%	100%	0%	100%	0%

Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
10	7	22	41	14	10	1	3	1	3
59%	41%	35%	65%	58%	42%	25%	75%	25%	75%

JEFFERSON COUNTY

2016 TERMINATIONS

TOTAL – 110

MALE – 59
MAJORITY – 62

FEMALE – 51
MINORITY – 48

TERMINATIONS BY SKILL CATEGORIES

Dept. Heads/ Supervisors	Professionals	Technicians	Protective Services	Office/ Clerical	Skilled Craft	Skilled Maintenance	Para Professionals
4	21	1	54	20	5	3	2
3%	19%	1%	49%	18%	5%	3%	2%

TERMINATIONS BY FUNCTIONAL AREAS

Depts. Under Comm. Courts	Other Elected Officials	Adult/Juvenile Probation	Sheriff's Office	Grant Funded
10	25	3	57	15
9%	23%	2%	52%	14%

JEFFERSON COUNTY

2016 TERMINATIONS

TOTAL – 110

TERMINATIONS BY TYPE

Voluntary Termination	Involuntary Termination	Administrative Separation	Service Retirement	Deceased
67	6	4	32	1
61%	5%	4%	29%	1%

TERMINATIONS (MAJORITY/MINORITY)

Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
36	31	1	5	0	4	24	8	0	1
54%	46%	17%	83%	0%	100%	75%	25%	0%	100%

TERMINATIONS (MALE/FEMALE)

Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
40	27	4	2	0	4	15	17	0	1
60%	40%	67%	33%	0%	100%	47%	53%	0%	100%

Utilization Analysis

Plan Date: 01/01/2017

Jefferson County, TX

Job Group	Group Size	Employment (%)		Availability (%)		Underutilization		Annual Goal	
		Minority	Female	Minority	Female	Minority	Female	Minority	Female
1 – Officials & Administrators	67	33	33	25	42	No 1	No 1		
2 – Professionals	197	44	58	32	47	No 1	No 1		
3 – Technicians	42	43	38	32	16	No 1	No 2		
4 – Protective Service Workers	361	57	38	46	38	No 1	No 1		
5 – Paraprofessionals	3	67	100	29	86	No 2	No 2		
6 – Administrative Support	318	47	94	33	85	No 1	No 1		
7 – Skilled Craft Workers	73	40	3	33	3	No 1	No 2		
8 – Service Maintenance	25	60	20	45	26	No 2	No * 2		

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