

EEOP Utilization Report



May 1, 2018

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 decreased from 6% to 5%. This 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 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: 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 2017

TOTAL POPULATION = 1083

Male = 474 (44%)
Majority = 529 (49%)

Female = 609 (56%)
Minority = 554 (51%)
Black = 479 (44%)
Hispanic = 59 (5%)
Other = 16 (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%)		56 (5%)		155 (14%)		54 (5%)		60 (6%)		65 (6%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
33	6	48	8	87	68	1	53	3	57	26	39
85%	15%	86%	14%	56%	44%	2%	98%	5%	95%	40%	60%
Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority
26	13	31	25	90	65	34	20	27	33	40	25
67%	33%	55%	45%	58%	42%	63%	37%	45%	55%	62%	38%

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DEPARTMENT GROUP ANALYSIS

Sheriff Department		Juvenile Probation		Adult Probation		Purchasing/Auditing		Courts		Justice of the Peace/Constables		Treasurer	
418 (39%)		53 (5%)		100 (9%)		21 (2%)		47 (4%)		51 (5%)		3 (.0%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
242	176	19	34	17	83	3	18	6	41	21	30	1	2
58%	42%	36%	64%	17%	83%	14%	86%	13%	87%	41%	59%	33%	67%
Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
186	232	12	41	39	61	14	7	33	14	22	29	2	1
44%	56%	23%	77%	39%	61%	67%	33%	70%	30%	43%	57%	67%	33%

JEFFERSON COUNTY
YEAR-END 2017
TOTAL POPULATION = 1083

ANALYSIS BY JOB GROUP CATEGORY

Officials & Administrators		Professionals		Technicians		Protective Serv. Workers		Para-Professionals		Administrative Support		Skilled Craft Workers		Service Maintenance	
65 (6%)		197 (18%)		41 (4%)		373 (34%)		4(.0%)		306 (28%)		71 (7%)		26 (2%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
42	23	80	117	26	15	224	49	0	4	12	294	69	2	21	5

MAJORITY/MINORITY ANALYSIS

Majority	Minority														
40	25	109	88	20	21	148	225	2	2	158	148	42	29	11	15

BLACK MALE/FEMALE ANALYSIS

Black Males	Black Females														
16	7	24	51	9	9	91	114	0	2	8	107	24	1	12	3

HISPANIC MALE/FEMALE ANALYSIS

Hispanic Males	Hispanic Females														
1	1	4	5	2	0	12	2	0	0	0	31	1	0	0	0

JEFFERSON COUNTY
2017 FULL-TIME HIRES

TOTAL - 156

MALE – 72 (46%)
MAJORITY – 61 (39%)

FEMALE – 84 (54%)
MINORITY – 95 (62%)
(83 Blacks, 9 Hispanics)

Depts. Under Comm. Court	Adult Probation	Juvenile Probation	Elected Officials	Auditor's Office	Sheriff Department
10	12	11	46	2	75
6%	8%	7%	29%	2%	48%

ANALYSIS BY CATEGORY

Officials & Administrators		Professionals		Protective Services		Office/ Clerical		Skilled Craft		Service Maintenance		Para Professionals	
2		22		75		43		6		6		2	
1%		14%		48%		28%		4%		4%		1%	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
2	0	10	12	46	29	2	41	6	0	5	1	1	1
100%	0	45%	55%	61%	39%	5%	96%	100%	0%	83%	17%	50%	50%
Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
0	2	13	9	26	49	16	27	2	4	6	3	2	0
0	100%	59%	41%	35%	65%	37%	63%	33%	67%	50%	50%	100%	0

JEFFERSON COUNTY

2017 TERMINATIONS

TOTAL – 121

**MALE – 60
MAJORITY – 61**

**FEMALE – 61
MINORITY – 60**

TERMINATIONS BY SKILL CATEGORIES

Officials & Administrators	Professionals	Technicians	Protective Services	Office/ Clerical	Skilled Craft	Skilled Maintenance	Para Professionals
3	22	4	49	33	8	1	1
2%	18%	3%	41%	27%	7%	1%	1%

TERMINATIONS BY FUNCTIONAL AREAS

Depts. Under Comm. Courts	Other Elected Officials	Adult/Juvenile Probation	Sheriff's Office	Auditor's Office	Grant Funded
11	30	8	57	5	10
9%	25%	7%	47%	4%	8%

JEFFERSON COUNTY

2017 TERMINATIONS

TOTAL – 121

TERMINATIONS BY TYPE

Voluntary Termination		Involuntary Termination		Administrative Separation		Service Retirement		Deceased	
68		17		3		31		2	
56%		14%		2%		26%		2%	
TERMINATIONS (MAJORITY/MINORITY)									
Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
33	35	4	13	0	3	22	9	2	0
49%	51%	24%	76%	0%	100%	71%	29%	100%	0%
TERMINATIONS (MALE/FEMALE)									
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
35	33	10	7	1	2	13	18	1	1
51%	49%	59%	41%	3%	67%	42%	58%	50%	50%

Utilization Analysis

Plan Date: 01/01/2018

Jefferson County, TX

Job Group	Group Size	Employment (%)		Availability (%)		Underutilization		Annual Goal	
		Minority	Female	Minority	Female	Minority	Female	Minority	Female
1 – Officials & Administrators	65	38	35	25	42	No 1	No 1		
2 – Professionals	197	45	59	32	47	No 1	No 1		
3 – Technicians	41	51	37	32	16	No 1	No 1		
4 – Protective Service Workers	373	60	40	46	38	No 1	No 1		
5 – Paraprofessionals	4	50	100	29	86	No 2	No 2		
6 – Administrative Support	306	48	96	33	85	No 1	No 1		
7 – Skilled Craft Workers	71	41	3	33	3	No 1	No 2		
8 – Service Maintenance	26	58	19	45	26	No 2	No 2		

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