

EEOP Utilization Report



May 31, 2020

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 remains at 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 Protective Services, Professionals, 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: 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 2019

TOTAL POPULATION = 1065

Male = 443 (42%)
Majority = 496 (47%)

Female = 622 (58%)
Minority = 569 (53%)
Black = 496 (47%)
Hispanic = 59 (5%)
Other = 14 (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%)		57 (5%)		156 (15%)		53 (5%)		60 (6%)		64 (6%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
33	6	49	8	82	74	2	51	3	57	24	40
85%	15%	86%	14%	53%	47%	4%	96%	5%	95%	38%	62%
Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority
26	13	32	25	93	63	32	21	26	34	40	24
67%	33%	56%	44%	60%	40%	60%	40%	43%	57%	62%	38%

JEFFERSON COUNTY

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Other = 14 (1%)

DEPARTMENT GROUP ANALYSIS

<u>Sheriff Department</u>		<u>Juvenile Probation</u>		<u>Adult Probation</u>		<u>Purchasing/Auditing</u>		<u>Courts</u>		<u>Justice of the Peace/Constables</u>		<u>Treasurer</u>	
415 (39%)		53 (5%)		94 (9%)		22 (2%)		46 (4%)		42 (4%)		3 (.0%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
225	190	19	34	15	79	3	19	7	39	13	29	1	2
54%	46%	36%	64%	16%	84%	14%	86%	15%	85%	31%	69%	33%	67%
Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
160	255	9	44	38	56	15	7	32	14	17	25	2	1
39%	61%	17%	83%	40%	60%	68%	32%	70%	30%	40%	60%	67%	33%

JEFFERSON COUNTY
YEAR-END 2019
TOTAL POPULATION = 1065

ANALYSIS BY JOB GROUP CATEGORY

Officials & Administrators		Professionals		Technicians		Protective Serv. Workers		Para-Professionals		Administrative Support		Skilled Craft Workers		Service Maintenance	
64 (6%)		191 (18%)		43 (4%)		357 (34%)		4(.0%)		311 (29%)		70 (7%)		25 (2%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
40	24	70	121	30	13	199	158	0	4	14	297	68	2	22	3

MAJORITY/MINORITY ANALYSIS

Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority
41	23	101	90	24	19	120	237	2	2	154	157	44	26	10	15

BLACK MALE/FEMALE ANALYSIS

Black Males	Black Females														
14	6	23	56	10	7	95	127	0	2	9	110	21	1	13	2

HISPANIC MALE/FEMALE ANALYSIS

Hispanic Males	Hispanic Females														
1	1	2	6	2	0	9	2	0	0	0	34	1	0	0	0

JEFFERSON COUNTY
2019 FULL-TIME HIRES

TOTAL - 154

MALE – 62 (40%)
MAJORITY – 47 (31%)

FEMALE – 92 (60%)
MINORITY – 107 (69%)
(88 Blacks, 15 Hispanics)

Depts. Under Comm. Court	Adult Probation	Juvenile Probation	Elected Officials	Sheriff Department
13	12	10	46	73
8%	8%	7%	30%	47%

ANALYSIS BY CATEGORY

Professionals		Protective Services		Office/ Clerical		Skilled Craft		Service Maintenance		Technicians		Para Professionals	
16		79		40		10		9		0		0	
10%		51%		26%		7%		6%		0%		0%	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
4	12	35	44	4	36	10	0	9	0	1	0	0	0
25 %	75%	44%	56%	10%	90%	100%	0%	100%	0%	0%	0%	0%	0%
Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
7	9	16	63	15	25	6	4	3	6	0	0	0	0
44%	56%	20%	80%	38%	62%	60%	40%	33%	67%	0%	0%	0%	0%

JEFFERSON COUNTY

2019 TERMINATIONS

TOTAL – 134

MALE – 63
MAJORITY – 57

FEMALE – 71
MINORITY – 77

TERMINATIONS BY SKILL CATEGORIES

Officials & Administrators	Professionals	Technicians	Protective Services	Office/ Clerical	Skilled Craft	Skilled Maintenance
2	21	2	63	30	7	9
1%	16%	1%	47%	22%	5%	7%

TERMINATIONS BY FUNCTIONAL AREAS

Depts. Under Comm. Courts	Other Elected Officials	Adult/Juvenile Probation	Sheriff's Office	Auditor's Office/Purchasing	Grant Funded
15	41	4	59	0	15
11%	31%	3%	44%	%	11%

JEFFERSON COUNTY

2019 TERMINATIONS

TOTAL – 134

TERMINATIONS BY TYPE

Voluntary Termination		Involuntary Termination		Administrative Separation		Service Retirement		Completed Job Assignment		Deceased	
80		20		1		27		4		2	
60%		15%		1%		20%		3%		1%	
TERMINATIONS (MAJORITY/MINORITY)											
Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
35	45	4	16	0	1	15	12	1	3	2	0
44%	56%	20%	80%	0%	100%	56%	44%	25%	75%	100%	0%
TERMINATIONS (MALE/FEMALE)											
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
35	45	9	11	0	1	13	14	4	0	2	0
44%	56%	45%	55%	0%	100%	48%	52%	100%	0	100%	0%

Utilization Analysis

Plan Date: 01/01/2020

Jefferson County, TX

Job Group	Group Size	Employment (%)		Availability (%)		Underutilization		Annual Goal	
		Minority	Female	Minority	Female	Minority	Female	Minority	Female
1 – Officials & Administrators	64	36	38	25	42	No 1	No 1		
2 – Professionals	191	47	63	32	47	No 1	No 1		
3 – Technicians	43	44	30	32	16	No 1	No 1		
4 – Protective Service Workers	357	66	44	46	38	No 1	No 1		
5 – Paraprofessionals	4	50	100	31	88	No 2	No 2		
6 – Administrative Support	311	50	95	33	85	No 1	No 1		
7 – Skilled Craft Workers	70	37	3	33	3	No 1	No 2		
8 – Service Maintenance	25	60	12	45	27	No 2	No 2		

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