

EEO Utilization Report

Organization Information

Name: Bexar County

City: San Antonio

State: TX

Zip: 78205

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Policy Number: 7.1.01

Effective Date: September 1, 2009

Bexar County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ethnicity, national origin, citizenship, gender, age, religion, political affiliation or beliefs, physical or mental disability, pregnancy status, veteran status, or any non-merit factor (except where such is a bona fide occupational qualification) in accordance with applicable federal, state, and local laws governing non-discrimination in employment.

This policy applies to all terms and conditions of employment, including, but not limited to, recruitment, hiring, selection, placement, promotion, demotion, termination, layoff, rehire, benefits, transfer, leaves of absences, compensation, and training.

Bexar County expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, national origin, age, disability, pregnancy status, or veteran status. Improper interference with the ability of County employees to perform their expected job duties is absolutely not tolerated.

The Countys designated person for issues concerning Equal Employment Opportunity is the HR Manager. The HR Manager can be contacted at 211 S. Flores Street San Antonio, TX. 78204, (210) 335-2545.

A Workforce Report and an Equal Employment Opportunity Plan and Policy are completed by the Human Resource Department staff biannually. A copy of the report is issued to offices and departments along with appropriate guidelines to assist hiring authorities in reaffirming the Countys commitment to providing equal opportunity to all employees and applicants.

Step 4b: Narrative of Interpretation

The County's Human Resources Office reviewed the Utilization

Analysis (comparing the County's workforce to the relevant labor market), and noted the following:

1. White females were significantly under-represented in the following job categories: Professionals (-6%), Technicians (-9%), Protective Services Sworn (-3%), Protective Services Non-Sworn (-8%), and Administrative Support (-12%).
2. Hispanic females were significantly under-represented in the following job categories: Technicians (-9%), Skilled Craft (-3%), and Service/Maintenance (-18%).
3. Black females were under-represented in the following job categories: Protective Services Sworn (-1%).
4. Asian females were under-represented in the following job categories: Protective Services Non-sworn (-2%).
5. Asian males were under-represented in the following job categories: Professionals (-2%) and Administrative (-1%).
6. Black males were under-represented in the following job category: Administrative (-1%).

We believe the purported under utilization of these groups is due to the percentages of population within the communities we recruit from. Bexar County is fully committed to working toward a diverse workforce, reflecting the community it serves.

Step 5: Objectives and Steps

1. To encourage females to apply for vacancies in the Professionals, Technicians, Skilled Craft, Service Maintenance, Protective Service Sworn, Protective Services Non-sworn, and Administrative Support job categories.

- a. The Human Resources Office (HR) will conduct a detailed workforce analysis to identify particular County departments, offices, or job positions that represent significant underutilization of females in these categories.
 - 1) Research and analyze the current and past reports to determine underutilized job categories (as part of an ongoing effort to develop effective initiatives to recruit and retain females in those categories).
 - 2) Research, analyze, and specify those groups (Technicians, Skilled Craft, Service Maintenance, Protective Service Sworn, and Protective Services Non-sworn) that are difficult to attract and retain globally.
- b. HR will develop a communication campaign to educate County offices and departments in areas on EEO reporting and how data can assist with developing programs to recruit and retain in the underutilized areas. Within six months from developing this report, HR will meet separately with representatives from the County Departments/Offices to solicit advice on the development of a County recruitment action plan for females. Based on these consultations, as well as other data, HR will produce a detailed, written recruitment action plan for females in the areas of Technicians, Skilled Craft, Service Maintenance, Protective Service Sworn, and Protective Services Non-sworn, by the end of the fiscal year.
- c. HR will use a multitude of avenues to recruit including; job fairs within the community, social media, and County's website. The County will strive to reach as many citizens with employment information as possible. The County will review its current recruiting plans and focus more precisely on communities which may have larger numbers of underutilized groups. The County will research and identify communities, associations, chambers, clubs, schools, and universities that reflect underutilized groups to concentrate efforts.
- d. Develop a training module for leadership that expands awareness of diversity issues and stresses equality in hiring and promotional opportunities.
 - 1) HR will continue to work with the Sheriff's Office administration to continue their momentum and goal in recruiting females into the roles of Protective Service Sworn and Protective Services Non-sworn deputies.
- e. County will continue to develop the High School Internship program, as applicable, to offer opportunities throughout all the school districts in Bexar County to capture a diverse pool of potential applicants.
- f. The County will continue to offer Tuition Assistant (reimbursement) Program. Bexar County provides a Tuition Assistance Program to encourage eligible employees to continue their education.

2. To encourage Asian and Black males to apply for vacancies in the Professionals and Administrative Support job categories.

- a. The Human Resources Office (HR) will conduct a detailed workforce analysis to identify particular County departments, offices, or job positions that represent significant underutilization of Asian and Black males in these categories.
 - 1) Research and analyze the current and past reports to determine underutilized job categories (as part of an ongoing effort to develop effective initiatives to recruit and retain Asian and Black males in those categories).
 - 2) Research, analyze, and specify those groups (Professionals and Administrative Support) that are difficult to attract and retain globally.
- b. HR will develop a communication campaign to educate County offices and departments in areas on EEOP reporting and how data can assist with developing programs to recruit and retain in the underutilized areas. Within six months from developing this report, HR will meet separately with representatives from the County Departments/Offices to solicit advice on the development of a County recruitment action plan for Asian and Black males. Based on these consultations, as well as other data, HR will produce a detailed, written recruitment action plan for Asian and Black males in the areas of Professionals and Administrative Support, by the end of the fiscal year.
- c. HR will use a multitude of avenues to recruit including; job fairs within the community, social media, and County's website. The County will strive to reach as many citizens with employment information as possible. The County will review its current recruiting plans and focus more precisely on communities which may have larger numbers of underutilized groups. The County will research and identify communities, associations, chambers, clubs, schools, and universities that reflect underutilized groups to concentrate efforts.
- d. Develop a training module for leadership that expands awareness of diversity issues and stresses equality in hiring and promotional opportunities.
 - 1) HR will continue to work with the Sheriff's Office administration to continue their momentum and goal in recruiting Asian and Black males into the roles of Professionals and Administrative Support.
- e. County will continue to develop the High School Internship program, as applicable, to offer opportunities throughout all the school districts in Bexar County to capture a diverse pool of potential applicants.
- f. The County will continue to offer Tuition Assistant (reimbursement) Program. Bexar County provides a Tuition Assistance Program to encourage eligible employees to continue their education.

Step 6: Internal Dissemination

Bexar County will continue to make its equal employment opportunity policy and EEOP Utilization Report available to employees through internal communications by:

1. Including the policy and EEOP Utilization Report as an electronic document linked to the County website (www.bexar.org) and on the internally accessed County intranet.
2. Linking the policy and EEOP Utilization Report to the Employee Self-Service module of the County Human Resources Information System that gives employees access to position openings and promotion and training opportunities.
3. Publishing the policy statement and EEOP Utilization Report in various employee and management handbooks.
4. Addressing Bexar County's EEO policy to all new hires during orientation.
5. Conducting special meetings with executive management and supervisory staff, if requested, including Elected Officials, executive directors, appointed officials, and other senior employees to review the intent of the policy and EEOP Utilization Report, the County Judge and Commissioners commitment and attitude, and individual responsibilities to ensure effective implementation.
6. Posting the policy statement and EEOP Utilization Report on County bulletin boards.
7. Printed Copies of the approved EEOP Utilization Report will be available in the County's Human Resources Office.

Step 7: External Dissemination

Bexar County will continue to make its equal employment opportunity policy and EEOP Utilization Report, including the details of this plan, available to the public, including potential applicants by:

1. Informing all recruiters accessing announcement for County position openings of the policy and the need to actively

recruit and refer people from all groups, particularly those that tend to be underrepresented on the EEOP Utilization Report.

2. Incorporating the policy guidelines and goals in purchase orders, requests for proposals, leases and contracts at every opportunity allowed by law.

3. Including the policy and EEOP Utilization Report as an electronic document linked to the publicly accessed County website (www.bexar.org) and linked to the Recruitment and Application screens of the Bexar County Civil Service Commission.

4. Printed Copies of the approved EEOP Utilization Report will be available in the County's Human Resources Office.

Utilization Analysis Chart
Relevant Labor Market: Bexar County, Texas

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	32/26%	23/19%	2/2%	0/0%	0/0%	0/0%	5/4%	0/0%	27/22%	28/23%	1/1%	0/0%	0/0%	0/0%	4/3%	0/0%
CLS #/%	31,100/32%	19,830/21%	3,170/3%	210/0%	980/1%	55/0%	275/0%	260/0%	18,660/19%	17,240/18%	2,835/3%	70/0%	925/1%	10/0%	180/0%	250/0%
Utilization #/%	-6%	-2%	-2%	-0%	-1%	-0%	4%	-0%	3%	5%	-2%	-0%	-1%	-0%	3%	-0%
Professionals																
Workforce #/%	91/16%	96/17%	15/3%	0/0%	1/0%	0/0%	6/1%	0/0%	132/23%	190/33%	20/3%	0/0%	12/2%	0/0%	16/3%	0/0%
CLS #/%	33,355/25%	18,615/14%	3,640/3%	190/0%	2,900/2%	55/0%	415/0%	340/0%	39,125/29%	27,705/20%	4,965/4%	210/0%	2,735/2%	65/0%	645/0%	300/0%
Utilization #/%	-9%	3%	-0%	-0%	-2%	-0%	1%	-0%	-6%	12%	-0%	-0%	0%	-0%	2%	-0%
Technicians																
Workforce #/%	16/16%	43/43%	8/8%	0/0%	1/1%	0/0%	3/3%	0/0%	9/9%	16/16%	2/2%	0/0%	0/0%	0/0%	3/3%	0/0%
CLS #/%	5,475/21%	5,435/21%	905/3%	50/0%	660/3%	0/0%	59/0%	0/0%	4,735/18%	6,425/25%	1,255/5%	60/0%	590/2%	30/0%	155/1%	155/1%
Utilization #/%	-5%	22%	4%	-0%	-2%	0%	3%	0%	-9%	-9%	-3%	-0%	-2%	-0%	2%	-1%
Protective Services: Sworn																
Workforce #/%	196/18%	543/50%	64/6%	3/0%	11/1%	5/0%	43/4%	0/0%	38/4%	138/13%	21/2%	1/0%	2/0%	1/0%	15/1%	0/0%
CLS #/%	4,645/30%	6,465/42%	1,015/7%	0/0%	205/1%	20/0%	95/1%	75/0%	965/6%	1,385/9%	465/3%	4/0%	0/0%	0/0%	10/0%	0/0%
Utilization #/%	-12%	8%	-1%	0%	-0%	0%	3%	-0%	-3%	4%	-1%	0%	0%	0%	1%	0%
Protective Services: Non-sworn																
Workforce #/%	21/8%	108/41%	29/11%	0/0%	1/0%	0/0%	6/2%	0/0%	18/7%	57/22%	15/6%	1/0%	0/0%	1/0%	4/2%	0/0%
Civilian Labor Force #/%	340/25%	340/25%	45/3%	0/0%	0/0%	0/0%	45/3%	30/2%	200/15%	250/19%	55/4%	0/0%	30/2%	0/0%	0/0%	0/0%
Utilization #/%	-17%	16%	8%	0%	0%	0%	-1%	-2%	-8%	3%	2%	0%	-2%	0%	2%	0%
Administrative Support																
Workforce #/%	33/4%	173/19%	8/1%	1/0%	1/0%	0/0%	8/1%	0/0%	89/10%	551/59%	33/4%	0/0%	6/1%	3/0%	22/2%	0/0%
CLS #/%	31,960/14%	43,255/19%	5,245/2%	200/0%	1,785/1%	30/0%	785/0%	400/0%	47,580/21%	79,335/36%	8,790/4%	400/0%	2,020/1%	170/0%	945/0%	535/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	%	%							%	%						
Utilization #/%	-11%	-1%	-1%	0%	-1%	-0%	1%	-0%	-12%	24%	-0%	-0%	-0%	0%	2%	-0%
Skilled Craft																
Workforce #/%	22/14%	113/73%	10/6%	3/2%	0/0%	0/0%	4/3%	0/0%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	19,650/27%	47,325/64%	1,820/2%	215/0%	550/1%	95/0%	320/0%	160/0%	1,065/1%	2,115/3%	120/0%	0/0%	245/0%	20/0%	70/0%	35/0%
Utilization #/%	-12%	9%	4%	2%	-1%	-0%	2%	-0%	-0%	-3%	-0%	0%	-0%	-0%	-0%	-0%
Service/Maintenance																
Workforce #/%	6/7%	57/65%	6/7%	1/1%	1/1%	1/1%	0/0%	0/0%	4/5%	10/11%	1/1%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	25,760/13%	77,425/39%	7,590/4%	240/0%	1,775/1%	145/0%	624/0%	350/0%	16,715/8%	57,380/29%	5,900/3%	220/0%	2,320/1%	65/0%	465/0%	360/0%
Utilization #/%	-6%	26%	3%	1%	0%	1%	-0%	-0%	-4%	-18%	-2%	-0%	-1%	-0%	1%	-0%

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Professionals	✓				✓				✓							
Technicians									✓	✓						
Protective Services: Sworn	✓							✓	✓		✓					
Protective Services: Non-sworn	✓							✓	✓				✓			
Administrative Support	✓		✓		✓				✓							
Skilled Craft	✓									✓						
Service/Maintenance										✓						

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Janet Guadarrama

Human Resources Director

05-15-2017

[signature]

[title]

[date]