

# 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 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 sex, race, color, ethnicity, national origin, citizenship, gender, gender identity, gender expression, sexual orientation, pregnancy status, age, religion, political affiliation or beliefs, physical or mental disability, genetic information, 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.

The Countys designated person for issues concerning Equal Employment Opportunity is the Director of Human Resources or his/her designee.

The HR Director can be contacted at 211 S. Flores Street San Antonio, TX. 78204, (210) 335-0786.

A Workforce Report and an Equal Employment Opportunity Plan and Policy is completed by the Human Resource Department staff biannually.

A copy of the report is available to offices and departments 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 (-10%), Technicians (-4%), Protective Services Sworn (-2%), Protective Services Non-Sworn (-8%), and Administrative Support (-1%), Skilled Craft (-1%), Service Maintenance (-4%).
2. Hispanic females were significantly under-represented in the following job categories: Technicians (-4%), Skilled Craft (-3%), and Service/Maintenance (-14%).
3. Black females were under-represented in the following job categories: Technicians (-3%), Protective Services Sworn (-2%).
4. Asian females were under-represented in the following job categories: Officials/Administrators (-1%), Technicians (-2%), Protective Services Non-sworn (-2%), Administrative Support (-1%), and Service/Maintenance (-1%).
5. Hispanic Males were under-represented in the following job categories: Administrative Support (-3%).
6. Black males were under-represented in the following job category: Administrative Support (-1%) and Protective Services Sworn (-1%).
7. Asian males were under-represented in the following job categories: Officials/Administrators (-1%), Professionals (-1%) and Administrative Support (-1%).

We believe the purported underutilization 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 Hispanic, Asian and Black males to apply for vacancies in the Officials/Administrators, Protective Services Sworn, 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 Hispanic, Asian and Black males in these categories.
  - 1) Research and analyze current and prior trend data to determine underutilized job categories (as part of an ongoing effort to develop effective initiatives to recruit and retain Hispanic, Asian and Black males in those categories).
  - 2) Research, analyze, and specify those groups (Officials/Administrators, Professionals, Protective Services Sworn and Administrative Support) that are difficult to attract and retain globally.
- b. HR will develop a promotional campaign to educate County offices and departments in areas of 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 with representatives from the County Departments/Offices to gain guidance on the development of a County recruitment plan for Hispanic, Asian and Black males. Based on these consultations and trend data, HR will produce a detailed, written recruitment plan for Hispanic, Asian and Black males in the areas of Officials/Administrators, Professionals, Protective Services Sworn and Administrative Support, by the end of the fiscal year.
- c. HR will use a multitude of strategies to recruit including; job fairs within the community, social media, and County website. The County will strive to reach as many citizens with employment information as possible. The County will revisit its current recruitment 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 Sheriffs 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 Internship programs, as applicable, to offer opportunities throughout all the school districts and higher education institutions in Bexar County to capture a diverse pool of potential applicants.

f. The County will continue to offer Tuition Assistance (reimbursement) Program. Bexar County provides a Tuition Assistance Program to encourage eligible employees to continue their education.

## **2. To encourage females to apply for vacancies in the Officials/Administrators, Professionals, Technicians, Skilled Craft, Service Maintenance, Protective Service Sworn, Protective Services Non-sworn, and Administrative Support, Skilled Craft and Service Maintenance 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 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 adjust the County recruitment plan for females. Based on consultations, as well as other data, HR will produce a detailed, written recruitment plan for females in the areas Officials/Administrators, Professionals, Technicians, Skilled Craft, Service Maintenance, Protective Service Sworn, Protective Services Non-sworn, and Administrative Support, Skilled Craft and Service Maintenance, by the end of the fiscal year.

c. HR will diversify its approach to recruit including; job fairs within the community, social media, and Countys 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 engage target 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 Sheriffs 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 Internship programs, as applicable, to offer opportunities throughout all the school districts and higher education institutions in Bexar County to capture a diverse pool of potential applicants.

f. The County will continue to offer Tuition Assistance (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](http://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 Countys 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 Countys 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](http://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 Countys 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
<b>Officials/Administrators</b>																
Workforce #/%	6/10%	12/20%	2/3%	0/0%	0/0%	0/0%	3/5%	0/0%	17/29%	14/24%	2/3%	0/0%	0/0%	0/0%	3/5%	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 #/%	-22%	-0%	0%	-0%	-1%	-0%	5%	-0%	9%	6%	0%	-0%	-1%	-0%	5%	-0%
<b>Professionals</b>																
Workforce #/%	145/16%	173/20%	31/3%	0/0%	7/1%	0/0%	11/1%	0/0%	166/19%	279/31%	32/4%	2/0%	14/2%	1/0%	25/3%	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 #/%	-8%	6%	1%	-0%	-1%	-0%	1%	-0%	-10%	11%	-0%	0%	-0%	0%	2%	-0%
<b>Technicians</b>																
Workforce #/%	7/14%	17/35%	3/6%	0/0%	1/2%	0/0%	2/4%	0/0%	7/14%	10/20%	1/2%	0/0%	0/0%	0/0%	1/2%	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 #/%	-7%	14%	3%	-0%	-0%	0%	4%	0%	-4%	-4%	-3%	-0%	-2%	-0%	1%	-1%
<b>Protective Services: Sworn</b>																
Workforce #/%	209/16%	658/52%	71/6%	2/0%	14/1%	6/0%	45/4%	0/0%	49/4%	179/14%	17/1%	2/0%	4/0%	3/0%	17/1%	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 #/%	-14%	9%	-1%	0%	-0%	0%	3%	-0%	-2%	5%	-2%	0%	0%	0%	1%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	26/7%	149/41%	35/10%	0/0%	4/1%	1/0%	6/2%	0/0%	24/7%	89/24%	25/7%	1/0%	0/0%	0/0%	4/1%	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 #/%	-18%	15%	6%	0%	1%	0%	-2%	-2%	-8%	6%	3%	0%	-2%	0%	1%	0%
<b>Administrative Support</b>																
Workforce #/%	30/3%	184/17%	12/1%	1/0%	1/0%	1/0%	3/0%	0/0%	111/10%	679/62%	39/4%	1/0%	4/0%	3/0%	24/2%	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 #/%	-12%	-3%	-1%	0%	-1%	0%	-0%	-0%	-11%	27%	-0%	-0%	-1%	0%	2%	-0%
<b>Skilled Craft</b>																
Workforce #/%	36/19%	131/70%	13/7%	3/2%	1/1%	0/0%	3/2%	0/0%	1/1%	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 #/%	-7%	6%	4%	1%	-0%	-0%	1%	-0%	-1%	-3%	-0%	0%	-0%	-0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	11/10%	58/55%	5/5%	1/1%	1/1%	1/1%	3/3%	0/0%	5/5%	16/15%	3/3%	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 #/%	-3%	16%	1%	1%	0%	1%	3%	-0%	-4%	-14%	-0%	-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
<b>Officials/Administrators</b>																
<b>Professionals</b>																
<b>Protective Services: Sworn</b>																
<b>Protective Services: Non-sworn</b>																
<b>Administrative Support</b>																
<b>Skilled Craft</b>																
<b>Service/Maintenance</b>																

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: Donna Sanchez

HR Analyst

11-12-2019

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[signature]

[title]

[date]