

EEOP Short Form



Fri Oct 16 18:15:51 EDT 2009

Step 1: Introductory Information

Grant Title: Recovery JAG Program

Grant Number: 2009-SB-B9-3110

Grantee Name: Edward Byrne Memorial Justice Grant **Award Amount:** \$519,453.00

Grantee Type: Local Government Agency

Address: 100 E. Cano Street, 2nd Floor
Edinburg, Texas
78539-4548

Contact Person: Captain Rodolfo Espinoza

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DOJ Grant Manager: Esmeralda C. Womack

DOJ Telephone #: 202-353-3450

Policy Statement:

It is the County's policy to provide equal employment opportunities to all applicants and to recruit, hire and promote qualified persons for all job positions without regard to race, color, creed/religion, national origin, sex, age, disability, military status or any other legally protected status. The Department Head/Elected Official, however, may establish "bona-fide occupational qualifications" that relate to physical or mental abilities required to perform a job.

No person employed by the County shall discriminate against or harass anyone on the basis of race, color, creed/religion, national origin, sex, age, disability, military status or any other legally protected status, nor shall any employee participate in any function that violates, either directly or indirectly, the civil rights of other employees or any member of the general public.

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the Strategic Planning Division made the following observations:

A comparison of Hidalgo County's workforce to the community labor statistics for Hidalgo County indicates underutilization of women and minorities in a few areas. Community labor statistics show that Black or African American, American Indian or Alaskan Native, Asian, Native Hawaiian or Other Pacific Islander is very small (all less than 1%) in this South Texas border region county. Therefore, the larger areas of underutilization identified were White and Hispanic males and females. Hidalgo County will welcome the chance to increase the representation of all underutilized groups and will continue to explore ways of communicating job opportunities to all race and ethnic groups. After reviewing the results of the underutilization analysis, Hidalgo County has identified the following areas of concern.

OFFICIALS/ADMINISTRATORS

White males are underutilized by 15% and White females by 7%.

PROFESSIONALS

White males are underutilized by 4%. White females underutilized by 7% and Hispanic females by 44%.

PROTECTIVE SERVICES (SWORN OFFICIALS)

White males underutilized by 13%. Hispanic females underutilized by 7%.

PROTECTIVE SERVICES (PATROL OFFICERS)

Hispanic females underutilized by 22%.

PROTECTIVE SERVICES (NON-SWORN)

Hispanic females underutilized by 10%.

ADMINISTRATIVE SUPPORT

Hispanic males underutilized by 10%.

SERVICE MAINTENANCE

Hispanic females underutilized by 23%.

In keeping with Hidalgo County's commitment to having a workforce that reflects the community it serves, the county will examine its recruitment and retention practices to see if there may be ways to attract diversified personnel.

Step 5 & 6: Objectives and Steps

1. Hire more White males, females and Hispanic females

A. Community Recruitment. Jobs are advertised via the local media, at schools, technical and professional organizations, on Hidalgo County on-line job sites deemed most visited by the target sex/ethnic populations.

B. Career Development Programs. Develop strategies that will allow employees opportunities to explore career alternatives within the County in career planning workshops, individual counseling and professional development workshops.

C. Staff/Training Development. To develop and expand the current workforce, job training, job shadowing and mentorship will be encouraged and rewarded.

2. Identify any barriers in recruitment that might deter White males, females and Hispanic females from applying for an Official/Administrative, Professional, Protective Service and Service Maintenance position

- A. Task County Officials to expand and maintain a diversified employee base utilizing current benchmarked standardized as a goal to achieve and/or surpass.
- B. Train potential interviewers/supervisors in appropriate selection procedures and advise them of this Equal Employment Opportunity Plan.
- C. Provide training and education to all supervisors and managers on employment issues related to diversity and discrimination
- D. Post all internal and external positions to encourage full disclosure to allow for the expansion of a diversified workforce pool of applicants.
- E. Continue to actively monitor EEO Statistics for the workforce and use this information to enhance recruitment and outreach efforts.

Step 7a: Internal Dissemination

1. Hidalgo County will include the EEO policy statement and short form at the County's Department of Human Resources. This will in turn lead to dissemination and availability to all current and future county employees.
2. We will include articles covering the availability of the EEO plan in the appropriate County publications and/or online resources.
3. We will encourage the dissemination of Department EEO Plans and Policy Statements on employee departmental bulletin boards.
4. We will encourage Department EEOP in the County and on various agency web pages and also post it in more creative locations such as the counties departmental news letters.
5. In staff meetings, held with all managers, we will periodically update the Departments compliance with this Plan. Discussions will include assisting managers in identifying and addressing problem areas with effective solutions.
6. We will distribute a memo to every employee indicating how she or he can obtain a copy of the EEOP.

Step 7b: External Dissemination

1. Hidalgo County will annually inform recruiting sources of the EEO Plan and our commitment toward improving the base to reflect a closer benchmark to our population base.
2. We will post a public memo in the Personnel Office explaining how applicants and members of the public may obtain a copy of the EEOP.
3. We will post a copy of the EEOP Short Form on the County of Hidalgo Human Resource website for external and or internal viewers to see.

4. Address the policy thoroughly in new employee orientation sessions, training sessions and/or relevant forums.
5. The county will be represented at recruitment functions, meetings of community groups, local schools, colleges and training programs, reasserting the county's commitment to the EEO Plan.

Utilization Analysis Chart
Relevant Labor Market: Hidalgo 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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	0/0%	20/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/33%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,960/15%	9,455/49%	25/0%	25/0%	165/1%	0/0%	30/0%	1,305/7%	5,460/28%	0/0%	15/0%	30/0%	0/0%	10/0%
Utilization #/%	-15%	18%	-0%	-0%	-1%	0%	-0%	-7%	5%	0%	-0%	-0%	0%	-0%
Professionals														
Workforce #/%	13/7%	70/37%	0/0%	0/0%	0/0%	0/0%	0/0%	10/5%	0/0%	96/50%	0/0%	2/1%	0/0%	0/0%
CLS #/%	3,085/11%	8,245/29%	165/1%	4/0%	280/1%	0/0%	30/0%	3,435/12%	12,265/44%	65/0%	10/0%	580/2%	0/0%	30/0%
Utilization #/%	-4%	7%	-1%	-0%	-1%	0%	-0%	-7%	-44%	50%	-0%	-1%	0%	-0%
Technicians														
Workforce #/%	4/3%	58/49%	0/0%	0/0%	0/0%	0/0%	0/0%	1/1%	55/47%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	190/6%	1,395/41%	4/0%	0/0%	35/1%	0/0%	0/0%	140/4%	1,590/47%	0/0%	4/0%	10/0%	4/0%	0/0%
Utilization #/%	-2%	8%	-0%	0%	-1%	0%	0%	-3%	-1%	0%	-0%	-0%	-0%	0%
Protective Services: Sworn-Officials														
Workforce #/%	0/0%	24/96%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	520/13%	2,950/74%	4/0%	0/0%	10/0%	10/0%	4/0%	50/1%	420/11%	15/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-13%	22%	-0%	0%	-0%	-0%	-0%	-1%	-7%	-0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	38/4%	749/79%	2/0%	1/0%	0/0%	0/0%	0/0%	4/0%	160/17%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	590/3%	12,200/56%	70/0%	15/0%	40/0%	0/0%	4/0%	330/2%	8,605/39%	20/0%	0/0%	0/0%	15/0%	25/0%
Utilization #/%	1%	23%	-0%	0%	-0%	0%	-0%	-1%	-22%	-0%	0%	0%	-0%	-0%
Protective Services: Non-sworn														
Workforce #/%	3/1%	114/42%	2/1%	0/0%	1/0%	0/0%	0/0%	2/1%	151/55%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	0/0%	80/35%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	150/65%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	1%	7%	1%	0%	0%	0%	0%	1%	-10%	0%	0%	0%	0%	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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Administrative Support														
Workforce #/%	5/1%	167/19%	0/0%	0/0%	0/0%	0/0%	0/0%	18/2%	697/78%	2/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	1,705/4%	16,115/34%	60/0%	30/0%	115/0%	0/0%	25/0%	2,720/6%	27,155/56%	30/0%	10/0%	90/0%	0/0%	15/0%
Utilization #/%	-3%	-15%	-0%	-0%	-0%	0%	-0%	-4%	22%	0%	0%	-0%	0%	-0%
Skilled Craft														
Workforce #/%	6/3%	172/95%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,190/5%	20,195/90%	30/0%	25/0%	30/0%	0/0%	20/0%	70/0%	760/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-2%	5%	-0%	-0%	-0%	0%	-0%	-0%	-2%	0%	0%	0%	0%	0%
Service/Maintenance														
Workforce #/%	5/2%	250/82%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%	50/16%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,555/2%	42,015/57%	175/0%	55/0%	80/0%	0/0%	35/0%	980/1%	29,035/39%	70/0%	30/0%	50/0%	15/0%	40/0%
Utilization #/%	-0%	25%	0%	-0%	-0%	0%	-0%	-1%	-23%	-0%	-0%	-0%	-0%	-0%

Law Enforcement Category Rank 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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Protective Services: Sworn-Officials														
Workforce #/%	0/0%	24/96%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	38/4%	749/79%	2/0%	1/0%	0/0%	0/0%	0/0%	4/0%	160/17%	0/0%	0/0%	0/0%	0/0%	0/0%

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 EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

[signature]

[title]

[date]