

# EEOP Utilization Report



Fri Oct 21 16:02:49 EDT 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	Bureau of Justice Assistance	<b>Grant Number:</b>	2016-HO-BX-K005
<b>Grantee Name:</b>	Hidalgo County Community Supervision and Corrections Department	<b>Award Amount:</b>	\$600,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	100 E. Cano St, 2nd Floor Edinburg, Texas 78539		
<b>Contact Person:</b>	Faustino Lopez	<b>Telephone #:</b>	956-587-6016
<b>Contact Address:</b>	3100 S. Business Hwy 281 Edinburg, Texas 78539		
<b>DOJ Grant Manager:</b>	Jennifer Lewis	<b>DOJ Telephone #:</b>	202-305-8064

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### Policy Statement:

The Hidalgo County Community Supervision and Corrections Department will provide a work environment that is free from discrimination, including harassment, based on race, color, national origin, religion, sex, age, or disability. The prohibition against employment discrimination and harassment may extend to conduct that employees are subjected to from vendors, contractors, customers, or others who enter the workplace. Unlawful discrimination may include, but not limited to, employment actions related to recruitment, examination, transfer, appointment, training, promotion, or the administration of employee benefits. The Hidalgo County Community Supervision and Corrections Department may give a veterans preference in employment to those who may be eligible under applicable state statutes. The Hidalgo County Community Supervision and Corrections Department is committed to complying with all applicable federal, state, and local civil rights laws that pertain to employment.

## Step 4b: Narrative Underutilization Analysis

After reviewing the Utilization Analysis Chart comparing the Hidalgo County Community Supervision and Corrections Department with the relevant labor market, noted the following:

1. White males were significantly under-represented in the following category: Professional (-7%).
2. White females were significantly under-represented in the following category: Professional (-8%).
3. Asian females were significantly under-represented in the following category: Professional (-3%).

The Hidalgo County Community Supervision and Corrections Department is committed to creating a diverse workforce that is reflective of its community population. In reviewing the EEO Utilization Report, the Department will implement measures to track improvements in the recruitment and retention of White males, and White and Asian females in the Professional job category. We have formulated our current objectives and steps to achieve a workforce that is reflective of its community population.

## Step 5 & 6: Objectives and Steps

### **1. Our objective is to provide equal employment opportunities for White males when our organization fills vacancies that become available in the Professional job category.**

- a. Hidalgo County CSCD will post job announcements on-line and accept online applications for employment.
- b. Hidalgo County CSCD will post job announcements with the Texas Employment Commission
- c. Hidalgo County CSCD will enhance outreach efforts that target White male applicants by participating in job fairs, career days, and related activities at the University of Texas Rio Grande Valley and other surrounding universities.
- d. Hidalgo County CSCD will post job announcements with the University of Texas Rio Grande Valley Employer Relations Career Center.
- e. The Department will review the application and interview selection process for all professional job category vacancies to determine whether any step in the selection process may have a significant impact on screening out White male applicants. Based on the results of the analysis, consider modifying its candidate selection process.

### **2. Our objective is to provide equal employment opportunities for White women when our organization fills vacancies that become available in the Professional job category.**

- a. Hidalgo County CSCD will post job announcements on-line and accept online applications for employment.
- b. Hidalgo County CSCD will post job announcements with the Texas Employment Commission.
- c. The Department will review the application and interview selection process for all professional job category vacancies to determine whether any step in the selection process may have a significant impact on screening out White women applicants. Based on the results of the analysis, consider modifying its candidate selection process.
- d. Hidalgo County CSCD will enhance outreach efforts that target White women applicants by participating in job fairs, career days, and related activities at the University of Texas Rio Grande Valley and other surrounding universities.
- e. Hidalgo County CSCD will post job announcements with the University of Texas Rio Grande Valley Employer Relations Career Center.

### **3. Our Objective is to provide equal employment opportunities for Asian women when our organization fills vacancies that become available in the Professionals job category.**

- a. The Department will review the application and interview selection process for all professional job category vacancies to determine whether any step in the selection process may have a significant impact on screening out Asian women applicants. Based on the results of the analysis, consider modifying its candidate selection process.
- b. Hidalgo County CSCD will post job announcements on-line and accept online applications for employment.

- c. Hidalgo County CSCD will post job announcements with the Texas Employment Commission.
- d. Hidalgo County CSCD will enhance outreach efforts that target Asian women applicants by participating in job fairs, career days, and related activities at the University of Texas Rio Grande Valley and other surrounding universities.
- e. Hidalgo County CSCD will post job announcements with the University of Texas Rio Grande Valley Employer Relations Career Center.

### **Step 7a: Internal Dissemination**

1. Distribute a copy of EEOP Utilization Report to all employees in a supervisory position.
2. Send an e-mail and a hard-copy memorandum to all employees, to let them know that a copy of the EEOP Utilization Report is available on request.
3. Post a copy of EEOP Utilization Report on the Hidalgo County CSCD intranet service, an in-house electronic communication network.
4. Keep a bound copy of the EEOP Utilization Report in the Hidalgo County CSCD Human Resource Office. EEOP Utilization report is available upon request.

### **Step 7b: External Dissemination**

1. Post a copy of the EEOP Utilization Report on the Hidalgo County CSCD's Public website.
2. Include on all job announcements for the Hidalgo County CSCD positions that applicants may obtain a copy of the departments's EEOP Utilization Report on request.
3. Keep a bound copy of the EEOP Utilization Report in the Hidalgo County CSCD Human Resource Office. EEOP Utilization report is available upon request.
4. Notify all contractors and vendors that do business with Hidalgo County CSCD that a copy of the Hidalgo County CSCD's Utilization Report is available upon request.

**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	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 #/%	1/5%	13/59%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/32%	0/0%	0/0%	1/5%	0/0%	0/0%	0/0%
CLS #/%	2,440/12%	9,140/47%	15/0%	45/0%	190/1%	0/0%	0/0%	10/0%	885/5%	6,630/34%	55/0%	0/0%	70/0%	0/0%	35/0%	10/0%
Utilization #/%	-8%	12%	-0%	-0%	-1%	0%	0%	-0%	-5%	-2%	-0%	0%	4%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	0/0%	60/47%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/1%	67/52%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,660/7%	10,755/30%	175/0%	0/0%	600/2%	0/0%	90/0%	45/0%	3,220/9%	17,250/48%	85/0%	0/0%	1,205/3%	0/0%	40/0%	15/0%
Utilization #/%	-7%	17%	-0%	0%	-2%	0%	-0%	-0%	-8%	5%	-0%	0%	-3%	0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	0/0%	5/62%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/38%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	125/2%	2,670/48%	15/0%	0/0%	40/1%	0/0%	0/0%	0/0%	155/3%	2,540/45%	45/1%	0/0%	20/0%	0/0%	0/0%	10/0%
Utilization #/%	-2%	15%	-0%	0%	-1%	0%	0%	0%	-3%	-8%	-1%	0%	-0%	0%	0%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	555/10%	4,070/73%	25/0%	0/0%	10/0%	0/0%	0/0%	0/0%	120/2%	780/14%	15/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Protective Services: Non-sworn</b>																
Workforce #/%	1/10%	5/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	20/4%	140/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	285/64%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	6%	19%	0%	0%	0%	0%	0%	0%	0%	-24%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	0/0%	7/26%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	19/70%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,035/3%	26,900/37%	140/0%	4/0%	260/0%	0/0%	0/0%	40/0%	3,050/4%	39,895/55%	145/0%	0/0%	205/0%	0/0%	0/0%	60/0%

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 #/%	-3%	-11%	4%	-0%	-0%	0%	0%	-0%	-4%	16%	-0%	0%	-0%	0%	0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,100/5%	22,090/92%	55/0%	4/0%	15/0%	0/0%	10/0%	50/0%	50/0%	680/3%	0/0%	0/0%	0/0%	0/0%	0/0%	55/0%
Utilization #/%	-5%	8%	-0%	-0%	-0%	0%	-0%	-0%	-0%	-3%	0%	0%	0%	0%	0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,835/2%	44,675/52%	105/0%	4/0%	110/0%	0/0%	10/0%	45/0%	1,280/1%	37,805/44%	80/0%	60/0%	165/0%	0/0%	25/0%	70/0%
Utilization #/%																

### 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>Professionals</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 EEOP Utilization Report.

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

Certified As Final By: Faustino Lopez, III

Assistant Director

10-21-2016

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