

EEOP Utilization Report



Thu Oct 23 11:13:01 EDT 2014

Step 1: Introductory Information

Grant Title:	State Criminal Alien Assistance Program	Grant Number:	2014-H1439-TX-AP (app #)
Grantee Name:	Burnet County	Award Amount:	\$4,615.00
Grantee Type:	Local Government Agency		
Address:	220 S Pierce St. Burnet, Texas 78611		
Contact Person:	Debbie M. Carter	Telephone #:	512-715-5229
Contact Address:	220 S Pierce St. Burnet, Texas 78611		
DOJ Grant Manager:	SCAAP Help Desk	DOJ Telephone #:	202-353-4411

Grant Title:	Bulletproof Vest Partnership Program	Grant Number:	n/a
Grantee Name:	Burnet County	Award Amount:	\$3,949.00
Grantee Type:	Local Government Agency		
Address:	220 S. Pierce St. Burnet, Texas 78611		
Contact Person:	Debbie M. Carter	Telephone #:	512-715-5229
Contact Address:	220 S Pierce St. Burnet, Texas 78611		
DOJ Grant Manager:	BVP Help Desk	DOJ Telephone #:	877-758-3787

Grant Title:	DJ-Edward Byrne Memorial Justice Assistance Grant Program (Child Abuse Prosecution)	Grant Number:	DJ-12-A10-27638-01
Grantee Name:	Burnet County	Award Amount:	\$71,204.00
Grantee Type:	Local Government Agency		
Address:	220 S Pierce St. Burnet, Texas 78611		
Contact Person:	Debbie M. Carter	Telephone #:	512-715-5229
Contact Address:	220 S Pierce St. Burnet, Texas		

78611

State Granting Agency: Governor's Office/Criminal Justice Division
Grant Number: 2763801
Contact Name: Helen Martinez
Contact Address: 1100 San Jacinto
Austin, Texas
78701
Telephone #: 512-463-1919

Grant Title: DJ-Edward Byrne Memorial Justice Assistance Grant Program (law enforcement in car computers) **Grant Number:** DJ-11-A10-27841-01

Grantee Name: Burnet County **Award Amount:** \$66,300.00
Grantee Type: Local Government Agency
Address: 220 S Pierce St.
Burnet, Texas
78611

Contact Person: Debbie M. Carter **Telephone #:** 512-715-5229
Contact Address: 220 S Pierce St.
Burnet, Texas
78611

State Granting Agency: Governor's Office/Criminal Justice Division **Grant Number:** 2784101
Contact Name: Judy Switzer
Contact Address: 1100 San Jacinto
Austin, Texas
78701
Telephone #: 512-463-1919

Policy Statement:

It shall be the policy of Burnet County Sheriff's Office to afford equal employment opportunity by selecting, promoting, or transferring the most qualified person for each job opening without regard to race, color, religion, national origin, sex, disability, or age. The Burnet County Sheriff's Office policy shall also extend to demotions, raises, terminations of employment, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment. Additionally, it is the policy of this Office to provide its employees a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee of Burnet County Sheriff's Office who fails to comply with this policy is subject to appropriate disciplinary action.

Step 4b: Narrative Underutilization Analysis

In comparing the labor force of the employees of Burnet County Sheriff's Office to the relevant community labor statistics of the county of Burnet, the Administrative Support has underutilized white males.

Step 5 & 6: Objectives and Steps

1. Investigate the underutilization of white males.

- a. Burnet County Sheriff's Office will review its job descriptions and recruiting efforts to ensure there are no barriers to white males.
- b. Continue to educate hiring managers on equal opportunity hiring practices.

Step 7a: Internal Dissemination

Burnet County Sheriff's Office is part of the whole of Burnet County. Burnet County will disseminate our EEO Plan by posting it on our website, thereby making it available for all employees. Burnet County will make copies of the Equal Employee Opportunity Plan available to all employees. The Human Resources Department will give a copy of Burnet County's EEO Plan to all Burnet County elected officials and department heads.

Step 7b: External Dissemination

Burnet County Sheriff's Office will post its EEOP Short Form on the County's website, thus making it available for all County entities and residents. Burnet County will inform all recruitment sources, both verbally and in writing, of the commitment to equal opportunity employment.

Utilization Analysis Chart
Relevant Labor Market: Burnet 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 #/%	3/23%	3/23%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/54%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,070/56%	75/4%	0/0%	0/0%	15/1%	0/0%	15/1%	0/0%	675/35%	34/2%	30/2%	10/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-33%	19%	0%	0%	-1%	0%	-1%	0%	19%	-2%	-2%	-1%	0%	0%	0%	0%
Professionals																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	885/41%	75/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1,155/53%	50/2%	0/0%	15/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	120/21%	4/1%	0/0%	0/0%	4/1%	0/0%	0/0%	0/0%	370/63%	85/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Sworn-Officials																
Workforce #/%	63/52%	26/21%	3/2%	1/1%	0/0%	0/0%	0/0%	0/0%	22/18%	4/3%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	175/61%	65/23%	10/4%	0/0%	0/0%	0/0%	0/0%	0/0%	25/9%	10/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-10%	-1%	-1%	1%	0%	0%	0%	0%	9%	-0%	2%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	19/76%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	560/36%	155/10%	30/2%	0/0%	30/2%	0/0%	35/2%	0/0%	440/28%	195/13%	115/7%	0/0%	0/0%	0/0%	0/0%	-5/-0%
Utilization #/%	40%	-6%	-2%	0%	-2%	0%	-2%	0%	-8%	-13%	-7%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																

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
Administrative Support																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/60%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,465/31%	200/4%	0/0%	30/1%	0/0%	0/0%	40/1%	15/0%	2,455/52%	460/10%	50/1%	10/0%	0/0%	20/0%	0/0%	0/0%
Utilization #/%	-31%	-4%	0%	-1%	0%	0%	-1%	-0%	8%	30%	-1%	-0%	0%	-0%	0%	0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,460/71%	550/27%	0/0%	0/0%	0/0%	0/0%	30/1%	10/0%	20/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	2/100%	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%	0/0%
CLS #/%	1,730/37%	575/12%	30/1%	15/0%	70/1%	35/1%	65/1%	0/0%	1,470/31%	535/11%	120/3%	25/1%	20/0%	0/0%	15/0%	0/0%
Utilization #/%	63%	-12%	-1%	-0%	-1%	-1%	-1%	0%	-31%	-11%	-3%	-1%	-0%	0%	-0%	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
Protective Services: Sworn-Officials	✓															

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	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
Corrections Officer																
Workforce #/%	44/46%	24/25%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%	18/19%	4/4%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Chief Deputy																
Workforce #/%	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%	0/0%
Sergeant																
Workforce #/%	6/75%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Corporal																
Workforce #/%	1/33%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Investigator																
Workforce #/%	5/71%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	6/86%	0/0%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	19/76%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/20%	0/0%	0/0%	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 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.

[signature]

[title]

[date]