

EEOP Utilization Report



Wed Oct 22 18:48:05 EDT 2014

Step 1: Introductory Information

Grant Title: DJ-Edward Byrne Memorial Justice Assistance Grant Program (Child Abuse Prosecution Unit) **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

| | | | |
|---------------------------|--|-------------------------|---------------------|
| Grant Title: | Bulletproof Vest Partnership Program | Grant Number: | no grant # assigned |
| 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: | 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 |

Policy Statement:

It shall be the policy of Burnet County 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 County's 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 county to provide its employees a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee of Burnet County 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 to the relevant community labor statistics of the county of Burnet, it has been determined that there is no underutilization of any portion of the workforce.

Step 5 & 6: Objectives and Steps

1. Continue to educate hiring managers on equal opportunity hiring practices.

- a. Continue to review job descriptions and recruiting efforts ensuring no barriers in hiring.

Step 7a: Internal Dissemination

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 Resource 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 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 #/% | 13/39% | 0/0% | 0/0% | 1/3% | 0/0% | 0/0% | 0/0% | 0/0% | 18/55% | 0/0% | 1/3% | 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 #/% | -16% | -4% | 0% | 3% | -1% | 0% | -1% | 0% | 19% | -2% | 1% | -1% | 0% | 0% | 0% | 0% |
| Professionals | | | | | | | | | | | | | | | | |
| Workforce #/% | 7/50% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 7/50% | 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 #/% | 9% | -3% | 0% | 0% | 0% | 0% | 0% | 0% | -3% | -2% | 0% | -1% | 0% | 0% | 0% | 0% |
| 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 | | | | | | | | | | | | | | | | |
| Workforce #/% | 82/56% | 27/18% | 3/2% | 1/1% | 0/0% | 0/0% | 0/0% | 0/0% | 27/18% | 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 #/% | -6% | -4% | -1% | 1% | 0% | 0% | 0% | 0% | 10% | -1% | 2% | 0% | 0% | 0% | 0% | 0% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | | |
| Workforce #/% | 4/29% | 3/21% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 7/50% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Civilian Labor Force #/% | 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 #/% | 29% | 21% | 0% | 0% | 0% | 0% | 0% | 0% | -50% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| Administrative Support | | | | | | | | | | | | | | | | |
| Workforce #/% | 24/26% | 5/5% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 45/48% | 13/14% | 7/7% | 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 #/% | -5% | 1% | 0% | -1% | 0% | 0% | -1% | -0% | -4% | 4% | 6% | -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 | 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 |
| 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 #/% | 23/82% | 1/4% | 3/11% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 1/4% | 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 #/% | 45% | -9% | 10% | -0% | -1% | -1% | -1% | 0% | -28% | -11% | -3% | -1% | -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]