

EEO Utilization Report

Organization Information

Name: State Of Texas

City: Austin

State: TX

Zip: 78711-2428

Type: State Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

The Office of the Governor (OOG) is an equal employment opportunity employer. The equal employment opportunity policies of the OOG reflect the Governor's commitment to having a workforce that reflects the diversity of Texas through and adherence to, and a universal application of, equal employment opportunity law and related policies, both in spirit and intent.

It is the policy of the OOG that all employees and applicants for employment are guaranteed equal opportunity. We will not discriminate in our employment practices due to the race, color, religion, sex, national origin, disability, genetic information, or status as a protected veteran of an applicant. In this regard, employment decisions, including but not limited to recruitment, selection, hiring, promotion, compensation, discipline, education, and/or training will be made based upon job-related criteria. Hiring managers are informed that objective, job-related criteria are to be used when making hiring decisions.

Additionally, supervisors/managers are informed of their responsibility to:

- Recruit, hire, and promote for all positions without regard to race, color, religion, sex, national origin, age, disability, genetic information, or status as a protected veteran.
- Make placement decisions based solely upon the qualifications that an individual has for the position.
- Administer fairly all personnel actions such as compensation, benefits, transfers, and promotions.
- Provide reasonable accommodations whenever possible in an effort to advance employment for disabled individuals, including veterans.

All OOG employees are provided training regarding their rights under basic employment laws and information regarding OOG policies and procedures on equal employment opportunity, sexual harassment prevention, discrimination and retaliation prohibitions. Per OOG policy, employees receive refresher training annually.

Step 4b: Narrative of Interpretation

The Director of Administration reviewed the FY 21 Utilization Analysis, comparing the OOG workforce to the Texas labor market using data provided by the USDOJ OJP EEO Reporting Tool.

1. Employment data for the following categories are represented: Officials/ Administrators, Professionals, Technicians, Administrative Support, and Service/Maintenance. There was no significant under representation in any category.
2. Black or African American males and females were not represented in the Officials/Administrators category. In comparison to the state labor market, this represents a (-4%) under representation in each case. Additionally Asian males (-2%) and Asian females (-1%) were not represented.
3. While the data in the Service/Maintenance category show under representation of Hispanic or Latino males (-13%), Black or African American males (-7%), Asian males (-1%) and White females (-14%), the Agency only has six employees in this category: one white male, one Hispanic male, three Hispanic or Latino females and one Black or African American female.
4. The Agency has a small labor pool in the Technicians category, employing seven individuals who are White males or females. In comparison to the state labor market, the under representation for Hispanic or Latino males is (-11%), Hispanic or Latino females (-12%); Black or African American males (-4%), Black or African American females (-8%); and Asian males (-4%), & Asian females (-3%) respectively.
5. In the Administrative Support category, the Agency has one white male. In comparison to the state labor market, this represents a (-11%) under representation. Additionally, there appears to be an under representation of Black or African American males (-4%), Hispanic or Latino males (-2%) and Asian males and females (-2%). However, the Agency only employs nine individuals in this category, six of whom are female and one of whom is a Hispanic or Latino male.

Step 5: Objectives and Steps

1. Encourage African American, Hispanic, and Asian applicants to apply for vacancies

- a. To obtain an applicant pool that reflects the diversity of the state, the Agency developed and implemented a recruitment plan to increase outreach efforts. The plan includes attending job fairs, focused on under-represented populations, including veterans.
- b. The Agency developed a broad network to reach a diverse candidate pool. Notifications of job postings are sent to organizations statewide to promote opportunities. We will continue to broaden our network to include outreach to Asian organizations. Quarterly, we will update the organizations list to recruit under-represented communities.
- c. Employment opportunities are posted on Work in Texas, per Texas Statute, as well as the OOG website. The Agency coordinated with numerous Texas universities, including those with significant minority populations, to set up direct posting accounts, so jobs are easily accessible by students & alumni.

Step 6: Internal Dissemination

1. An electronic copy of the EEOP Utilization Report is posted on the Agency Intranet, accessed through the Human Resources Division site.
2. A bound copy of the EEOP Utilization Report is available for review in the Human Resources Division Office.
3. A notice was sent to all employees that a copy of the EEOP Utilization Report is available upon request.

Step 7: External Dissemination

1. An Electronic copy of the EEOP Utilization Report is posted on the Agency website.
2. Job Announcements for Agency positions include a statement that applicants may obtain a copy of the EEOP Utilization Report.

Utilization Analysis Chart
Relevant Labor Market: 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 #/%	14/42%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/45%	1/3%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%
CLS #/%	580,285/4 4%	141,750/1 1%	46,940/4 %	2,855/0% %	32,690/2 %	355/0% %	5,585/0% %	2,320/0% %	329,245/2 5%	104,820/8 %	57,910/4 %	1,450/0% %	18,120/1 %	290/0% %	4,100/0% %	1,920/0% %
Utilization #/%	-1%	-5%	-4%	-0%	-2%	-0%	-0%	-0%	21%	-5%	-4%	-0%	-1%	-0%	3%	-0%
Professionals																
Workforce #/%	69/32%	15/7%	5/2%	0/0%	4/2%	0/0%	1/0%	0/0%	69/32%	39/18%	11/5%	0/0%	3/1%	1/0%	0/0%	0/0%
CLS #/%	571,920/3 0%	128,995/7 %	62,490/3 %	2,165/0% %	82,485/4 %	325/0% %	6,205/0% %	3,610/0% %	671,035/3 5%	185,970/1 0%	117,635/6 %	3,215/0% %	64,765/3 %	570/0% %	8,510/0% %	3,885/0% %
Utilization #/%	2%	0%	-1%	-0%	-2%	-0%	0%	-0%	-3%	8%	-1%	-0%	-2%	0%	-0%	-0%
Technicians																
Workforce #/%	4/57%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	88,020/28 %	35,655/11 %	13,085/4 %	485/0% %	11,895/4 %	225/0% %	1,210/0% %	395/0% %	86,770/28 %	37,265/12 %	26,250/8 %	560/0% %	9,825/3% %	105/0% %	1,215/0% %	695/0% %
Utilization #/%	29%	-11%	-4%	-0%	-4%	-0%	-0%	-0%	15%	-12%	-8%	-0%	-3%	-0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	94,995/42 %	52,260/23 %	26,585/12 %	525/0% %	1,590/1% %	160/0% %	1,295/1% %	575/0% %	21,140/9 %	11,835/5 %	15,775/7 %	215/0% %	355/0% %	15/0% %	490/0% %	240/0% %
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	4,570/27 %	2,460/15 %	1,195/7% %	30/0% %	130/1% %	0/0% %	95/1% %	55/0% %	4,390/26 %	2,480/15 %	1,165/7% %	0/0% %	85/1% %	0/0% %	135/1% %	20/0% %
Utilization #/%																
Administrative Support																
Workforce #/%	1/9%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/45%	3/27%	1/9%	0/0%	0/0%	0/0%	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
CLS #/%	591,205/20%	318,910/1%	112,160/4%	2,830/0%	44,130/2%	1,230/0%	7,925/0%	4,360/0%	967,165/3%	566,400/1%	228,485/8%	5,395/0%	47,370/2%	1,255/0%	13,890/0%	6,530/0%
Utilization #/%	-11%	-2%	-4%	-0%	-2%	-0%	-0%	-0%	12%	8%	1%	-0%	-2%	-0%	-0%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	472,255/42%	521,955/46%	55,720/5%	3,210/0%	18,345/2%	400/0%	5,750/1%	2,820/0%	22,435/2%	18,755/2%	5,855/1%	310/0%	4,830/0%	80/0%	615/0%	135/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	1/17%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/50%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	596,680/20%	895,570/30%	207,740/7%	3,955/0%	41,655/1%	1,280/0%	9,265/0%	5,160/0%	403,495/14%	588,965/20%	173,535/6%	3,805/0%	45,570/2%	975/0%	7,875/0%	3,200/0%
Utilization #/%	-3%	-13%	-7%	-0%	-1%	-0%	-0%	-0%	-14%	30%	11%	-0%	-2%	-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 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: Suzanne Johnson

Director of Administration

12-16-2021

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