

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 represents the diversity of Texas through 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, age, disability, genetic information, sexual orientation, gender identity, 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, sexual orientation, gender identity, 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 EEO, sexual harassment prevention, discrimination and retaliation prohibitions. Per OOG policy, employees receive refresher training annually.

Step 4b: Narrative of Interpretation

The Director of HR reviewed the FY 2018 Utilization Analysis, comparing the Agency workforce to the Texas labor market using data provided by the USDOJ Office of Justice Programs EEO Reporting Tool.

1. Employment data for the following categories are represented: Officials/ Administrators, Professionals, Technicians, Administrative Support, and Service and 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, Hispanic or Latino females (-8%); and Asian males (-1%) and Asian females (-1%) were not represented in this category.
3. While the data in the Service and Maintenance category show under representation of Hispanic or Latino males (-13%), Black or African American males (-7%) and White females (-14%), the Agency only has seven employees in this category: one White 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%), and Asian females (-3%) respectively.
5. In the Administrative Support category, White males are not represented. In comparison to the state labor market, this represents a (-20%) under representation. Additionally, there appears to be an under representation of Black or African American males (-4%) and Black or African American females (-8%). However, the Agency only employs nine individuals in this category, eight of whom are female and one of whom is an 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 a recruitment plan to increase outreach efforts to under-represented communities, which has already been implemented for the current fiscal year. The recruitment plan includes attending job fairs throughout the Austin metropolitan area, focused on under-represented populations to include veterans.
- b. The Agency developed a broad network to reach a diverse pool of Black or African American and Hispanic or Latino candidates. Notifications of postings are sent to numerous organizations to promote opportunities and outreach across the state. Within 60 days we will update our network to include outreach for Asian organizations. On a quarterly basis, we will review and update our list of organizations to successfully recruit Black or African Americans, Hispanic or Latino, and Asian applicants.
- c. Employment opportunities are posted with the Texas Workforce Commission, as required by Texas Statute, using the Work in Texas website, as well as on the Agency's internet and intranet websites. Additionally, the Agency coordinated with numerous Texas universities, including those with significant minority populations, to set up direct posting accounts, so jobs are accessible by students and alumni. The Agency will continue to research methods to enhance opportunities to reach Black or African American, and Hispanic or Latino, and Asian applicants.
- d. The Agency has a robust Fellowship Program (commonly referred to as the Intern Program). This program affords college students and recent graduates valuable experience and exposure to state government by providing them opportunities to work alongside Agency staff in a variety of career fields. With three sessions, candidates have many opportunities to apply based on their availability and timelines. This is an opportunity to reach out to college students, where they can gain insight and experience while still in school, and highlight the Agency as a potential employer upon graduation. The Human Resources Division attends Intern Fairs at universities to promote the Fellowship Program.

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.
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 #/%	14/41%	3/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	17/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	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 #/%	-2%	-2%	-4%	-0%	-2%	-0%	-0%	-0%	25%	-8%	-4%	-0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	60/29%	10/5%	4/2%	0/0%	6/3%	0/0%	0/0%	0/0%	75/36%	38/18%	11/5%	0/0%	3/1%	0/0%	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 #/%	-1%	-2%	-1%	-0%	-1%	-0%	-0%	-0%	1%	9%	-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 #/%	0/0%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/56%	3/33%	0/0%	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 #/%	-20%	0%	-4%	-0%	-2%	-0%	-0%	-0%	22%	14%	-8%	-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 Human Resources

05-17-2019

[signature]

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