

EEO Utilization Report

Organization Information

Name: Collin County

City: McKinney

State: TX

Zip: 75071

Type: County/Municipal Government (not law enforcement)

Thu 08-01-2019 15:14:20 EDT

Step 1: Introductory Information

Policy Statement:

We are an equal opportunity employer. Personnel matters generally are determined on the basis of merit, qualifications, and competence and without regard to race, color, religion, sex, age, national or ethnic origin, ancestry, veteran status, sexual orientation, genetic information, or physical or mental disability (except where physical or mental fitness is a valid occupational qualification).

Step 4b: Narrative of Interpretation

Please see the attached hard copy document.

Following File has been uploaded: Step 4b- Narrative Underutilization Analysis.pdf

Step 5: Objectives and Steps

1. Our objective is to provide equal employment opportunities for minorities and females in the various categories that they are underrepresented.

- a. Continue to offer training and professional development opportunities for employees including topics such as appropriate recruiting selection procedures and interview techniques, prevention of harassment and discrimination, safety procedures, and supervisory skills.
- b. Continue to monitor and comply with the Equal Employment Opportunity regulations. Should changes be made to regulations then communication will be sent to departments and offices in a timely manner.
- c. Continue to review employee performance evaluations to foster consistency and equity across departments, teams, and supervisors.
- d. Continue to ensure that applicable non-discrimination fair employment practices, laws, and regulations language included in contracts with vendors, service providers, and others as a condition of doing business with Collin County.
- e. Collin County will continue its commitment to maintaining a work environment free of illegal discriminatory behavior including discriminatory harassment and will take appropriate steps to prevent and eliminate such behavior.

2. Our objective is to increase representation by targeting recruitment efforts to attract qualified individuals for the underrepresented minorities in the various categories.

- a. Post positions and allow eligible employees and applicants the opportunity to be considered.
- b. Continue to participate in local job fairs and related activities when available. Also, continue to attend job fairs that target veterans and minorities.
- c. Continue to advertise job openings to a variety of recruiting sources where minority applicants are present including local colleges and universities, the Texas Workforce Commission, online sourcing websites such as Monster.com, Diversity.com, social media, and news outlets when necessary.
- d. Continue to review job duties, functions and competencies to ensure qualifications and requirements listed in our job descriptions are job-related and necessary for successful job performance and/or in order to meet business needs.
- e. Continue to evaluate applicant data to ensure the county is attracting a sufficient pool of qualified underrepresented minorities in the various categories. If not, further steps will be taken to target those underrepresented minorities in our recruitment efforts.
- f. Utilize Collin County Human Resources social media accounts to reach qualified underrepresented minorities in the various categories by paying for advertisements to target the specific underrepresented minorities in our geographic region.
- g. Create a radio advertisement to be aired on local radio stations. Selection of radio stations will be determined based on their listener demographics.
- h. Modify our existing application platform to be compatible with cell phones and tablets. This should aid in increasing our pool of candidates by allowing individuals without access to a computer to apply for Collin County positions.
- i. Make audio recordings of job openings available to individuals to listen to on the Collin County Job Line via telephone. Updates on vacancies will be done on a weekly basis. This will allow us to increase our candidate pool by allowing individuals without access to desktop or smart mobile devices to be notified of our current openings.
- j. Promote the availability of the Collin County Human Resources computer lab to external applicants on the Frequently Asked Questions area of the Careers Site. This will allow us to increase our candidate pool by providing computer access to individuals who do not personally own a desktop or smart mobile device.

Step 6: Internal Dissemination

Collin Countys Equal Employment Opportunity Plan shall be available for review by employees during regular working hours. A copy of the EEOP Utilization Report will be distributed to all department heads and elected officials. Information regarding Collin Countys equal employment opportunity statement and details of employment rights provided by the Equal Employment Opportunity Commission will be:

1. Published in the Collin County Employee Handbook.
2. Recommended for inclusion in any departmental policy and procedure manuals reviewed by Human Resources.
3. Posted in common areas for county offices.
4. Accessible to employees through the countys Human Resources intranet site, on which will be posted an announcement notifying employees of its availability on the intranet, which is set as the home screen on all county computers.
5. Provided verbally by Human Resources employees in response to inquiries into procedures for filing and resolving complaints of harassment or discrimination.
6. Collin County will also review, discuss, and explain the countys EEOP policy statement during orientation for incoming employees.
7. Collin County will also distribute anti-harassment brochure during orientation for incoming employees and make it available on the Human Resources intranet page.
8. Collin County will also provide annual training for supervisors, department heads, and elected officials on the importance of the EEOP.
9. Collin County will also invite an EEOC representative to present in relative topics to supervisors, department heads, and elected officials.
10. Collin County will also distribute the EEOP Utilization report to employees in a supervisory position.

Step 7: External Dissemination

Collin County Human Resources will continue to make its equal employment opportunity policy available to the public by:

1. Advising potential candidates of our desire to have a diverse workforce by including the statement Collin County is an Equal Opportunity Employer on job applications and postings.
2. Making available, upon request, the EEOP Short Form for review.
3. Making accessible the EEOP Short Form through the countys internet site.
4. Ensuring that if employees are featured in advertising, employee handbooks, or similar publications developed by Human Resources, that the publications will include both minority and non-minority male and female employees in such publications.

Utilization Analysis Chart
Relevant Labor Market: Collin 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	
	#/1%	#/1%	#/1%	#/1%	#/1%	#/1%	#/1%	#/1%	#/1%	#/1%	#/1%	#/1%	#/1%	#/1%	#/1%	#/1%	
Officials/Administrators																	
Workforce #/1%	13/37%	0/0%	1/3%	0/0%	1/3%	0/0%	1/3%	0/0%	17/49%	2/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/1%	26,060/46%	3,090/5%	2,130/4%	165/0%	3,110/5%	0/0%	240/0%	125/0%	16,435/29%	1,865/3%	2,280/4%	35/0%	1,255/2%	15/0%	295/1%	155/0%	
Utilization #/1%	-8%	-5%	-1%	-0%	-3%	0%	2%	-0%	20%	2%	-4%	-0%	-2%	-0%	-1%	-0%	
Professionals																	
Workforce #/1%	69/25%	12/4%	11/4%	0/0%	5/2%	0/0%	1/0%	0/0%	124/44%	27/10%	12/4%	3/1%	13/5%	0/0%	3/1%	0/0%	
CLS #/1%	24,445/33%	2,720/4%	1,740/2%	95/0%	6,115/8%	15/0%	310/0%	90/0%	27,560/38%	2,720/4%	3,045/4%	170/0%	3,670/5%	0/0%	330/0%	210/0%	
Utilization #/1%	-9%	1%	2%	-0%	-7%	-0%	-0%	-0%	7%	6%	0%	1%	-0%	0%	1%	-0%	
Technicians																	
Workforce #/1%	34/49%	2/3%	3/4%	1/1%	2/3%	0/0%	0/0%	0/0%	23/33%	1/1%	1/1%	1/1%	1/1%	0/0%	1/1%	0/0%	
CLS #/1%	3,240/36%	570/6%	310/3%	45/0%	765/8%	4/0%	65/1%	85/1%	2,750/30%	175/2%	400/4%	4/0%	635/7%	0/0%	65/1%	0/0%	
Utilization #/1%	13%	-3%	1%	1%	-6%	-0%	-1%	-1%	3%	-0%	-3%	1%	-6%	0%	1%	0%	
Protective Services:																	
Sworn																	
Workforce #/1%	143/67%	22/10%	12/6%	4/2%	1/0%	0/0%	1/0%	0/0%	26/12%	1/0%	1/0%	0/0%	0/0%	0/0%	1/0%	0/0%	
CLS #/1%	2,410/59%	270/7%	380/9%	55/1%	15/0%	0/0%	15/0%	0/0%	740/18%	20/0%	145/4%	15/0%	0/0%	0/0%	0/0%	0/0%	
Utilization #/1%	8%	4%	-4%	1%	0%	0%	0%	0%	-6%	-0%	-3%	-0%	0%	0%	0%	0%	
Protective Services: Non-sworn																	
Workforce #/1%	167/45%	31/8%	56/15%	21/1%	6/2%	0/0%	8/2%	0/0%	59/16%	9/2%	28/7%	2/1%	3/1%	0/0%	3/1%	0/0%	
Civilian Labor Force #/1%	195/35%	15/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	280/50%	10/2%	50/9%	0/0%	10/2%	0/0%	0/0%	0/0%	
Utilization #/1%	10%	6%	15%	1%	2%	0%	2%	0%	-34%	1%	-1%	1%	-1%	0%	1%	0%	
Administrative Support																	
Workforce #/1%	45/8%	5/1%	4/1%	2/0%	1/0%	0/0%	3/1%	0/0%	364/63%	95/17%	36/6%	2/0%	7/1%	0/0%	11/2%	0/0%	
CLS #/1%	26,940/28%	4,215/4%	3,580/4%	110/0%	1,945/2%	20/0%	360/0%	235/0%	39,570/41%	7,790/8%	7,245/8%	160/0%	2,330/2%	60/0%	585/1%	210/0%	

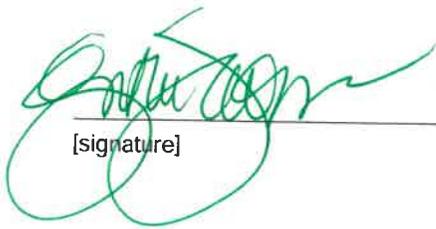
Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%
Utilization #/%	-20%	-4%	-3%	0%	-2%	-0%	0%	-0%	22%	8%	-1%	0%	-1%	-0%	1%	-0%
Skilled Craft																
Workforce #/%	57/79%	9/12%	2/3%	0/0%	1/1%	0/0%	2/3%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10,165/45%	8,810/39%	1,045/5%	80/0%	600/3%	25/0%	59/0%	80/0%	700/3%	365/2%	300/1%	30/0%	180/1%	0/0%	0/0%	0/0%
Utilization #/%	34%	-27%	-2%	-0%	-1%	-0%	3%	-0%	-2%	-2%	-1%	-0%	-1%	0%	0%	0%
Service/Maintenance																
Workforce #/%	70/74%	8/9%	3/3%	1/1%	1/1%	0/0%	0/0%	0/0%	8/9%	0/0%	1/1%	0/0%	1/1%	1/1%	0/0%	0/0%
CLS #/%	14,895/23%	15,720/24%	2,895/4%	70/0%	1,890/3%	15/0%	255/0%	130/0%	13,850/21%	9,505/15%	2,815/4%	60/0%	2,325/4%	25/0%	225/0%	80/0%
Utilization #/%	51%	-16%	-1%	1%	-2%	-0%	-0%	-0%	-13%	-15%	-3%	-0%	-3%	1%	-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
Professionals	✓				✓											
Protective Services: Sworn									✓							
Protective Services: Non-sworn									✓							
Administrative Support	✓		✓		✓											
Skilled Craft		✓														
Service/Maintenance		✓							✓							

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.


[signature]

HR DIRECTOR
[title]

8/1/17
[date]

Step 4b: Narrative Underutilization Analysis

The Human Resources Department has identified several classifications of race, national origin, and sex that are underutilized within the Collin County employee population as compared to the relevant labor market. Community labor statistics show that American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander, and those individuals who identify with two or more races have small populations in Collin County. Therefore, the larger areas of underutilization identified were Hispanic or Latino, Black or African American, Asian, and White in various categories. The majority of this plan will focus on addressing those larger areas of underutilization; however, Collin County would welcome the chance to increase the representation of all underutilized groups and will continue to explore ways of communicating job opportunities to all genders, races, and ethnic groups.

After reviewing the results of the underutilization analysis, Collin County is no longer underutilized in the following categories: Black or African American Males in Protective Services Sworn, Black or African American Females in Service/Maintenance, and Asian Females in Administrative Support.

Collin County has identified the following areas of concern:

Hispanic or Latino Males are underrepresented in the following job categories:
Administrative Support (-4%), Skilled Craft (-27%), and Service/Maintenance (-16%)

Hispanic or Latina Females are underrepresented in the following job categories:
Service Maintenance (-15%)

Black or African American Males are underrepresented in the following job categories:
Administrative Support (-3%)

Black or African American Females are underrepresented in the following job categories:
Protective Services: Sworn (-3%)

Asian Males are underrepresented in the following job categories:
Professionals (-7%) and Administrative Support (-2%)

White Males are underrepresented in the following job categories:
Professionals (-9%) and Administrative Support (-20%)

White Females are underrepresented in the following job categories:
Protective Services: Sworn (-6%), Protective Services: Non-Sworn (-34%), and
Service/Maintenance (-13%)