

# EEO Utilization Report

## Organization Information

Name: Jackson County

City: Edna

State: TX

Zip: 77957

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

It is the policy of Jackson County to prohibit discrimination against any person in job structuring, recruitment, examination, selection, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based on race, color, religion, national origin, sex, sexual orientation, including lesbian, gay, bi-sexual or transgender status, age, genetic information, pregnancy, veteran status, disability, or any other condition or status protected by law.

Jackson County will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Jackson County prohibits retaliation or discrimination against any employee for reporting an unlawful or discriminatory employment practice, or for participating in an investigation of an allegation of discrimination. Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of the supervisor or County Treasurer. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

Jackson County does not discriminate based on genetic information (Title II of the Genetic Information Nondiscrimination Act of 2008 - GINA) with respect to hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

## **Step 4b: Narrative of Interpretation**

Jackson County has reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market). Due to the small number in most job categories, it is difficult to interpret the level of underutilization in the job categories as significant in relation to the relevant community labor market.

In job categories with more than ten full time and part time employees the following is an analysis of the underutilization, using a threshold of more than -10%:

1. White males were under-represented in the job categories of Administrative Support and Protective Services: Sworn.
2. Hispanic males were under-represented in the job category of Administrative Support.

## **Step 5: Objectives and Steps**

### **1. To ensure equal employment opportunities for white males when our organization fills vacancies that become available in the Administrative Support and Protective Services: Sworn job categories.**

- a. Jackson County's objective is to provide equal employment opportunities for all future employees and have nondiscriminatory policy practices when vacancies that become available in all job categories are filled.
- b. Jackson County will review employment organizational data related to the job categories to identify any issues that may pose barriers for certain races and/or genders; review job posting and advertising practices; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices or regions.

### **2. To ensure equal employment opportunities for hispanic males when our organization fills vacancies that become available in the Protective Services: Sworn job category.**

- a. Jackson County's objective is to provide equal employment opportunities for all future employees and have nondiscriminatory policy practices when vacancies that become available in all job categories are filled.
- b. Jackson County will review employment organizational data related to the job category to identify any issues that may pose barriers for certain races and/or genders; review job posting and advertising practices; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices or regions.

## **Step 6: Internal Dissemination**

Jackson County will make the EEOP Short Form available on its website with a notation that electronic or printed copies are available at the Jackson County Treasurer's Office.

## **Step 7: External Dissemination**

Jackson County will post a public notice on the bulletin board notifying the public that the County has developed an EEOP Short Form and it is available for review upon request from the Jackson County Treasurer's Office. We will also post a notice on the County's website that the County's EEOP Short Form is available for review with a link to view the document.

**Utilization Analysis Chart**  
**Relevant Labor Market: Jackson 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
<b>Officials/Administrators</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	445/59%	35/5%	4/1%	0/0%	20/3%	0/0%	0/0%	0/0%	140/19%	90/12%	15/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Professionals</b>																
Workforce #/%	2/67%	0/0%	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%
CLS #/%	135/21%	50/8%	0/0%	0/0%	45/7%	0/0%	0/0%	0/0%	350/54%	30/5%	30/5%	0/0%	10/2%	0/0%	0/0%	0/0%
Utilization #/%	46%	-8%	0%	0%	-7%	0%	0%	0%	-21%	-5%	-5%	0%	-2%	0%	0%	0%
<b>Technicians</b>																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	65/25%	45/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	100/39%	20/8%	0/0%	0/0%	25/10%	0/0%	0/0%	0/0%
Utilization #/%	-25%	-18%	0%	0%	0%	0%	0%	0%	61%	-8%	0%	0%	-10%	0%	0%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	22/55%	5/12%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	6/15%	3/8%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	80/100%	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%
Utilization #/%	-45%	12%	5%	0%	0%	0%	0%	0%	15%	8%	5%	0%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	10/100%	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%
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	3/5%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	35/64%	14/25%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	370/25%	160/11%	35/2%	0/0%	0/0%	0/0%	0/0%	0/0%	630/43%	225/15%	15/1%	4/0%	30/2%	0/0%	0/0%	0/0%
Utilization #/%	-20%	-11%	-1%	0%	0%	0%	0%	0%	21%	10%	3%	-0%	-2%	0%	0%	0%
<b>Skilled Craft</b>																
Workforce #/%	19/86%	2/9%	1/5%	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%

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 #/%	565/58%	365/37%	10/1%	0/0%	25/3%	0/0%	0/0%	0/0%	10/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	28%	-28%	4%	0%	-3%	0%	0%	0%	-1%	0%	0%	0%	0%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	2/29%	2/29%	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%
CLS #/%	500/21%	985/42%	110/5%	0/0%	10/0%	0/0%	10/0%	0/0%	200/9%	405/17%	115/5%	0/0%	15/1%	0/0%	0/0%	0/0%
Utilization #/%	7%	-13%	-5%	0%	-0%	0%	-0%	0%	-9%	26%	-5%	0%	-1%	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
<b>Protective Services: Sworn</b>	✓															
<b>Administrative Support</b>	✓	✓														

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: Mary Horton

Jackson County Treasurer

04-28-2023

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[signature]

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