

EEO Utilization Report

Organization Information

Name: Medina County

City: Hondo

State: TX

Zip: 78861

Type: County/Municipal Government (not law enforcement)



Thu 01-23-2020 12:43:30 EST

Step 1: Introductory Information

Policy Statement:

MEDINA COUNTY POLICY ON EQUAL OPPORTUNITY EMPLOYMENT

It shall be the policy of Medina County to be an equal opportunity employer.

Race, color, religion, national origin, sex, age, and disability shall not be factors in hiring, promotion, demotion, raises, termination, training, discipline, or any County benefits, condition or privilege of employment except where required by law or where a bona fide occupational qualification exists.

REASONABLE ACCOMMODATION

Medina County shall make reasonable accommodation for otherwise qualified disabled individuals to afford them the same opportunities for employment and all other benefits and privileges of employment afforded to non-disabled individuals.

Reasonable accommodation shall be determined through consultation with the disabled individual and, where and when deemed necessary, through consultation with outside resources.

COMPLAINT PROCESS

Medina County urges employees who feel they have been subject to discrimination under this policy to bring these allegations directly to the Commissioners' Court, Human Resource Director, or any other elected official.

If Medina County receives notice that a County employee has filed a discrimination complaint, this complaint will be forwarded to the County Judge for Commissioners' Court review. A County representative, the Human Resource Director, affected department head, and members of the Commissioners' Court will work together to respond to the charge and to resolve the complaint.

Step 4b: Narrative of Interpretation

Medina County reviewed the Utilization Analysis Chart (compared to the Relevant Labor Market Statistics) and noted the following (by race category):

Hispanic/Latino females were significantly under-represented in the following job categories: Protective Services, Sworn (-11%).

White males were significantly under-represented in the following job categories: Administrative Support (-13%).

Hispanic/Latino males were significantly under-represented in the following job categories: Administrative Support (-7%).

Step 5: Objectives and Steps

1. Reaffirm Medina County's commitment to enforcing and promoting full awareness of equal employment opportunity initiatives for all qualified applicants in all job categories.

- a. Analyze all hiring processes and activity during the last fiscal year to identify problems and possible barriers in areas such as recruitment and selection, training initiatives, and data reporting and workforce analyses.
- b. Analyze internal recruitment and selection procedures, such as job classifications and descriptions, application forms, supplemental questions, interview procedures, and final selection methods to ensure that equal opportunity is afforded to all qualified individuals in all job categories. Other factors of consideration include promotion procedures and lateral/vertical transfer procedures.
- c. Analyze external recruitment and selection procedures, such as job classifications and descriptions, application forms, supplemental questions, interview procedures, referral procedures and final selection methods to ensure that equal employment opportunity is afforded to all qualified individuals in all job categories.
- d. Increase online presence and recruiting efforts to effectively advertise employment opportunities.

2. To encourage Hispanic/Latino women to apply for vacancies in the Protective Services: Sworn

- a. Medina County's Human Resources Office (HR) will review the composition of the applicant pool for all vacancies in the Protective Services: Sworn to determine whether Hispanic/Latino females applicants were under-represented.
- b. HR will review the applicant flow data that it is required to keep under the EEOP regulations for all vacancies in the last fiscal year in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out Hispanic/Latino female applicants.
- c. The Medina County equal employment opportunity plan will be followed in the selection process with special emphasis given to the selection and promotion of qualified Hispanic/Latino females.
- d. It should be noted that Medina County's unemployment rate is 3.5% and the County has a traditionally very low turnover rate of 14% in employees.

3. To encourage Hispanic/Latino men to apply for vacancies in Administrative Support.

- a. The Medina County equal employment opportunity plan will be followed in the selection process with special emphasis given to the selection and promotion of qualified Hispanic/Latino males.
- b. Medina County's Human Resources Office (HR) will review the composition of the applicant pool for all vacancies in the Administrative Support to determine whether Hispanic/Latino men applicants were under-represented.
- c. HR will review the applicant flow data that it is required to keep under the EEOP regulations for all vacancies in the last fiscal year in these job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out Hispanic/Latino male applicants.
- d. It should be noted that Medina County's unemployment rate is 3.5% and the County has a traditionally very low turnover rate of 14% in employees.

4. To encourage White men to apply for vacancies in Administrative Support.

- a. HR will review the applicant flow data that it is required to keep under the EEOP regulations for all vacancies in the last fiscal year in these job categories to determine whether any step in the selection process for these positions

may have had a significant impact on screening out White male applicants.

- b. The Medina County equal employment opportunity plan will be followed in the selection process with special emphasis given to the selection and promotion of qualified White males.
- c. Medina County's Human Resources Office (HR) will review the composition of the applicant pool for all vacancies in the Administrative Support to determine whether White men applicants were under-represented.
- d. It should be noted that Medina County's unemployment rate is 3.5% and the County has a traditionally very low turnover rate of 14% in employees.

Step 6: Internal Dissemination

Medina County's policy on Equal Employment Opportunity has been and will continue to be publicized internally by:

1. Including the policy in the Medina County Personnel Policy Manual, on our job boards/job applications and postings for open job opportunities.
2. Publicizing the policy in County publications.
3. Meeting with Department Heads to discuss the policy and explain individual employee responsibilities.
4. Discussing the policy thoroughly in both employee orientation and management training programs.

Step 7: External Dissemination

Medina County's policy on equal employment opportunity has been and will continue to be explained to outside sources through the following methods:

Communicating to prospective employees the existence of the County's equal employment opportunity plan and making available such elements of the plan as will enable such prospective employees to know of and avail themselves of its benefits.

A copy of our approved EEOP Utilization report will be posted on the County website and hard copies will be printed and available in the Human Resources Office.

Utilization Analysis Chart
Relevant Labor Market: Medina 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 #/%	2/17%	4/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	660/43%	215/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	400/26%	205/13%	0/0%	0/0%	0/0%	0/0%	10/1%	50/3%
Utilization #/%	-26%	19%	0%	0%	0%	0%	0%	0%	24%	-13%	0%	0%	0%	0%	-1%	-3%
Professionals																
Workforce #/%	4/57%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	1/14%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	360/23%	175/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	730/46%	225/14%	90/6%	0/0%	4/0%	0/0%	0/0%	0/0%
Utilization #/%	34%	-11%	14%	0%	0%	0%	0%	0%	-32%	0%	-6%	0%	-0%	0%	0%	0%
Technicians																
Workforce #/%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%
CLS #/%	75/30%	4/2%	0/0%	0/0%	10/4%	0/0%	0/0%	0/0%	85/33%	70/28%	0/0%	0/0%	0/0%	0/0%	0/0%	10/4%
Utilization #/%	4%	-2%	0%	0%	-4%	0%	0%	0%	-33%	6%	0%	0%	0%	0%	33%	-4%
Protective Services: Sworn																
Workforce #/%	19/50%	16/42%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	115/27%	210/49%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	35/8%	60/14%	10/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	23%	-7%	0%	3%	0%	0%	0%	0%	-6%	-11%	-2%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	5/17%	13/45%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	5/17%	5/17%	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/
Utilization #/%																
Administrative Support																
Workforce #/%	7/7%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	41/41%	46/46%	0/0%	0/0%	0/0%	0/0%	2/2%	0/0%
CLS #/%	475/20%	235/10%	0/0%	0/0%	15/1%	0/0%	0/0%	0/0%	895/38%	705/30%	0/0%	0/0%	20/1%	0/0%	20/1%	0/0%
Utilization #/%	-13%	-7%	0%	0%	-1%	0%	0%	0%	4%	17%	0%	0%	-1%	0%	1%	0%
Skilled Craft																
Workforce #/%	17/46%	20/54%	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%

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 #/%	560/46%	635/52%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%	15/1%	4/0%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%
Utilization #/%	0%	2%	0%	0%	-0%	0%	0%	0%	-1%	-0%	0%	0%	-0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	1/12%	2/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	4/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	550/16%	1,340/39%	0/0%	10/0%	45/1%	0/0%	10/0%	0/0%	545/16%	930/27%	0/0%	0/0%	0/0%	0/0%	20/1%	4/0%
Utilization #/%	-3%	-14%	0%	-0%	-1%	0%	-0%	0%	-3%	23%	0%	0%	0%	0%	-1%	-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
Protective Services: Sworn										✓						
Administrative Support	✓	✓														

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.

Chris Shuchat
[signature]

County Judge
[title]

1-23-20
[date]