

EEOP Short Form



Tue May 08 11:41:38 EDT 2012

Step 1: Introductory Information

Policy Statement:

It is the policy of the 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, age, religion, color, disability, national origin, or gender.

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.

The County does not discriminate on the basis of 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 Underutilization Analysis

The Jackson County Commissioners' Court 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. Hispanic females were under-represented in the job category of Administrative Support.

Step 5 & 6: Objectives and Steps

1. 1. To encourage hispanic females to apply for vacancies in Administrative Support

- 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 7a: Internal Dissemination

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

Step 7b: 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 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 upon request with a link to request to review 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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	480/57%	40/5%	20/2%	0/0%	0/0%	0/0%	0/0%	245/29%	60/7%	4/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%														
Professionals														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	225/31%	19/3%	4/1%	0/0%	4/1%	0/0%	0/0%	430/60%	24/3%	15/2%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-31%	-3%	-1%	0%	-1%	0%	0%	40%	-3%	-2%	0%	0%	0%	0%
Technicians														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	70/31%	10/4%	0/0%	0/0%	0/0%	0/0%	0/0%	115/50%	25/11%	4/2%	0/0%	4/2%	0/0%	0/0%
Utilization #/%														
Protective Services: Sworn														
Workforce #/%	19/63%	2/7%	2/7%	0/0%	0/0%	0/0%	0/0%	6/20%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%
CLS #/%	55/65%	8/9%	0/0%	0/0%	0/0%	0/0%	0/0%	10/12%	8/9%	0/0%	4/5%	0/0%	0/0%	0/0%
Utilization #/%	-1%	-3%	7%	0%	0%	0%	0%	8%	-9%	3%	-5%	0%	0%	0%
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	0/0%	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%
Utilization #/%														
Administrative Support														
Workforce #/%	6/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	34/65%	1/2%	11/21%	0/0%	0/0%	0/0%	0/0%
CLS #/%	190/16%	70/6%	10/1%	0/0%	0/0%	0/0%	0/0%	680/59%	155/13%	40/3%	4/0%	0/0%	0/0%	4/0%
Utilization #/%	-5%	-6%	-1%	0%	0%	0%	0%	6%	-12%	18%	-0%	0%	0%	-0%
Skilled Craft														
Workforce #/%	6/75%	0/0%	2/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	665/69%	205/21%	55/6%	0/0%	0/0%	0/0%	4/0%	25/3%	4/0%	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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Utilization #/%	6%	-21%	19%	0%	0%	0%	-0%	-3%	-0%	0%	0%	0%	0%	0%
Service/Maintenance														
Workforce #/%	12/71%	0/0%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%	3/18%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	810/36%	490/22%	115/5%	10/0%	10/0%	0/0%	0/0%	365/16%	345/15%	125/5%	4/0%	0/0%	0/0%	0/0%
Utilization #/%	35%	-22%	7%	-0%	-0%	0%	0%	-16%	2%	-5%	-0%	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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
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 EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

[signature]

[title]

[date]