

EEOP Utilization Report



Fri Aug 26 12:24:01 EDT 2016

Step 1: Introductory Information

Grant Title:	Bulletproof Vest Program FY15	Grant Number:	BA-2000S-SM02
Grantee Name:	City of Baytown	Award Amount:	\$4,242.00
Grantee Type:	Local Government Agency		
Address:	2401 Market St. Baytown, Texas 77521		
Contact Person:	Shawn Fischer	Telephone #:	281-420-6657
Contact Address:	3200 North Main St. Baytown, Texas 77521		
DOJ Grant Manager:	BVP Help Desk	DOJ Telephone #:	877-758-3787

Grant Title:	Bulletproof Vest Program FY14	Grant Number:	All-2
Grantee Name:	City of Baytown	Award Amount:	\$14,897.00
Grantee Type:	Local Government Agency		
Address:	2401 Market St. Baytown, Texas 77521		
Contact Person:	Shawn Fischer	Telephone #:	281-420-6657
Contact Address:	3200 North Main St. Baytown, Texas 77521		
DOJ Grant Manager:	BVP Help Desk	DOJ Telephone #:	877-758-3787

Grant Title:	Justice Assistance Grant	Grant Number:	2015-DJ-BX-0577
Grantee Name:	City of Baytown	Award Amount:	\$18,542.00
Grantee Type:	Local Government Agency		
Address:	2401 Market St. Baytown, Texas 77520		
Contact Person:	Larry Martin	Telephone #:	281-420-5337
Contact Address:	3200 North Main St. Baytown, Texas 77520		
DOJ Grant Manager:	Carrie Booth	DOJ Telephone #:	202-305-7426

Grant Title:	Victims of Crime Assistance (VOCA)	Grant Number:	1521415
Grantee Name:	City of Baytown	Award Amount:	\$290,587.00
Grantee Type:	Local Government Agency		
Address:	2401 Market St. Baytown, Texas 77521		
Contact Person:	Leah Neese	Telephone #:	281-420-1050
Contact Address:	3200 North Main St. Baytown, Texas 77521		
State Granting Agency:	Texas Office of the Governor	Grant Number:	1521415
Contact Name:	Daisy Saenz-Rodriguez		
Contact Address:	Texas		
Telephone #:	512-463-6472		

Policy Statement:

The City of Baytown is an Affirmative Action/Equal Opportunity Employer of qualified individuals. The City has made the commitment that all applicants and employees will be treated without regard to race, color, religion, sex, national origin, age, marital status, disability, or veterans' status. The only exceptions are based on bona fide occupational qualifications such as the age requirements regulated by the Civil Service Commission.

Step 4b: Narrative Underutilization Analysis

The City of Baytown Human Resources Department reviewed the Utilization Analysis (comparing the City's workforce to the relevant labor market), and noted the following:

1. Black females were significantly under-represented in the following job categories: Professionals (-7%), Technicians (-12%), and Protective Services: Sworn (-10%).
2. Hispanic females were significantly under-represented in the Service/Maintenance (-16%) job category.
3. Asian females were not represented at all in the Professionals category. In comparison to the relevant labor market the under-representation was (-6%).
4. Black males were significantly under-represented in the following job categories: Protective Services: Sworn (-15%) and Protective Services: Non-Sworn (-17%).
5. Hispanic males were significantly under-represented in the following job categories: Administrative Support (-7%) and Skilled Craft (-31%).
6. Asian males were not represented at all in the Professionals category. In comparison to the relevant labor market the under-representation was (-7%).

Step 5 & 6: Objectives and Steps

1. To encourage Black females to apply for vacancies in the Professionals, Technicians, and Protective Services: Sworn job categories.

- a. The HR department will conduct a more detailed workforce analysis to identify particular City departments, offices, or job positions that represent significant underutilization of Black females in these categories. Based on the results of the analysis the City will look to amend its current recruitment plan under our Good Faith & Efforts Program.
- b. The HR department will enhance the outreach efforts that target Black female applicants in these job categories (e.g., job fairs, trade associations, and education institutions). A copy of the City of Baytowns Good Faith Efforts & Program Procedures has been attached. The document outlines the recruiting, selection, and hiring process utilized in order to best achieve and maintain employment levels for protected group members in the City of Baytown in proportion to their availability in the relevant labor force.
- c. The City of Baytown Human Resources Department (HR) will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether Black female applicants were under-represented. The HR Department will document the findings along with relevant observations and recommendations and provide to the City of Baytown Human Resources Director within six months of the date of this report.
- d. The HR department will review the applicant flow data 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 significant impact on screening out Black female candidates. The HR department will produce a written report of its findings; and based on the results, consider modifying its candidate selection process.

2. To encourage Hispanic females to apply for vacancies in the Service/Maintenance job category.

- a. The City of Baytown Human Resources Department (HR) will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether Hispanic female applicants were under-represented. The HR Department will document the findings along with relevant observations and recommendations and provide to the City of Baytown Human Resources Director within six months of the date of this report.
- b. The HR department will review the applicant flow data 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 significant impact on screening out Hispanic female candidates. The HR department will produce a written report of its findings; and based on the results, consider modifying its candidate selection process.

c. The HR department will conduct a more detailed workforce analysis to identify particular City departments, offices, or job positions that represent significant underutilization of Hispanic females in these categories. Based on the results of the analysis the City will look to amend its current recruitment plan under our Good Faith & Efforts Program.

d. The HR department will enhance the outreach efforts that target Hispanic female applicants in these job categories (e.g., job fairs, trade associations, and education institutions). A copy of the City of Baytowns Good Faith Efforts & Program Procedures has been attached. The document outlines the recruiting, selection, and hiring process utilized in order to best achieve and maintain employment levels for protected group members in the City of Baytown in proportion to their availability in the relevant labor force.

3. To encourage Asian females to apply for vacancies in the Professionals job category.

a. The City of Baytown will examine the patterns of hiring Professionals in all City departments within the last fiscal year, including applicant flow data, to see whether Asian females were present in the applicant pool or whether there were any identifiable obstacles in the selection process that may have had an adverse effect on Asian female candidates.

b. The HR department will enhance the outreach efforts that target Asian male applicants in the Professionals job category (e.g., job fairs, trade associations, and education institutions). A copy of the City of Baytowns Good Faith Efforts & Program Procedures has been attached. The document outlines the recruiting, selection, and hiring process utilized in order to best achieve and maintain employment levels for protected group members in the City of Baytown in proportion to their availability in the relevant labor force.

4. To encourage Black males to apply for vacancies in the Protective Services: Sworn and Protective Services: Non-Sworn job categories.

a. The City of Baytown Human Resources Department (HR) will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether Black male applicants were under-represented. The HR Department will document the findings along with relevant observations and recommendations and provide to the City of Baytown Human Resources Director within six months of the date of this report.

b. The HR department will review the applicant flow data 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 significant impact on screening out Black male candidates. The HR department will produce a written report of its findings; and based on the results, consider modifying its candidate selection process.

c. The HR department will conduct a more detailed workforce analysis to identify particular City departments, offices, or job positions that represent significant underutilization of Black males in these categories. Based on the results of the analysis the City will look to amend its current recruitment plan under our Good Faith & Efforts Program.

d. The HR department will enhance the outreach efforts that target Black male applicants in these job categories (e.g., job fairs, trade associations, and education institutions). A copy of the City of Baytowns Good Faith Efforts & Program Procedures has been attached. The document outlines the recruiting, selection, and hiring process utilized in order to best achieve and maintain employment levels for protected group members in the City of Baytown in proportion to their availability in the relevant labor force.

5. To encourage Hispanic males to apply for vacancies in the Administrative Support and Skilled Craft job categories.

a. The City of Baytown Human Resources Department (HR) will review the composition of the applicant pool for all vacancies in these job categories in the last fiscal year to determine whether Hispanic male applicants were under-represented. The HR Department will document the findings along with relevant observations and recommendations and provide to the City of Baytown Human Resources Director within six months of the date of this report.

b. The HR department will review the applicant flow data 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 significant impact on screening out Hispanic male candidates. The HR department will produce a written report of its findings; and based on the results, consider modifying its candidate selection process.

c. The HR department will conduct a more detailed workforce analysis to identify particular City departments, offices, or job positions that represent significant underutilization of Hispanic males in these categories. Based on the results of the analysis the City will look to amend its current recruitment plan under our Good Faith & Efforts Program.

d. The HR department will enhance the outreach efforts that target Hispanic male applicants in these job categories (e.g., job fairs, trade associations, and education institutions). A copy of the City of Baytowns Good Faith Efforts & Program Procedures has been attached. The document outlines the recruiting, selection, and hiring process utilized

in order to best achieve and maintain employment levels for protected group members in the City of Baytown in proportion to their availability in the relevant labor force.

6. To encourage Asian males to apply for vacancies in the Professionals job category.

- a. The City of Baytown will examine the patterns of hiring Professionals in all City departments within the last fiscal year, including applicant flow data, to see whether Asian males were present in the applicant pool or whether there were any identifiable obstacles in the selection process that may have had an adverse effect on Asian male candidates.
- b. The HR department will enhance the outreach efforts that target Asian male applicants in the Professionals job category (e.g., job fairs, trade associations, and education institutions). A copy of the City of Baytown's Good Faith Efforts & Program Procedures has been attached. The document outlines the recruiting, selection, and hiring process utilized in order to best achieve and maintain employment levels for protected group members in the City of Baytown in proportion to their availability in the relevant labor force.

Step 7a: Internal Dissemination

1. Send an e-mail memorandum to all employees, to let them know that a copy of the EEOP Utilization Report is available on request.
2. Post a copy of the EEOP Utilization Report on the City of Baytown's intranet service, an in-house electronic communication network.

Step 7b: External Dissemination

1. Post a copy of the EEOP Utilization Report on the City of Baytown's public website.
2. Include on the City of Baytown career opportunities page notice that applicants may obtain a copy of the City's EEOP Utilization Report on request.
3. Have on hand bound copies of the EEOP Utilization Report at City Hall available upon request.
4. A copy of the EEOP Utilization Report will be available at the Baytown Sterling Public Library.

Utilization Analysis Chart
Relevant Labor Market: Harris 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 #/%	27/52%	7/13%	3/6%	0/0%	2/4%	0/0%	0/0%	0/0%	8/15%	3/6%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	118,405/43%	26,350/10%	13,690/5%	495/0%	10,815/4%	85/0%	1,090/0%	530/0%	58,785/22%	17,170/6%	18,185/7%	200/0%	5,945/2%	95/0%	590/0%	530/0%
Utilization #/%	9%	4%	1%	-0%	-0%	-0%	-0%	-0%	-6%	-1%	-3%	-0%	-2%	-0%	-0%	-0%
Professionals																
Workforce #/%	54/53%	8/8%	1/1%	0/0%	0/0%	0/0%	0/0%	1/1%	31/31%	3/3%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	118,755/30%	23,745/6%	21,065/5%	175/0%	28,265/7%	15/0%	1,345/0%	960/0%	113,885/28%	27,120/7%	39,780/10%	385/0%	23,305/6%	45/0%	1,770/0%	930/0%
Utilization #/%	24%	2%	-4%	-0%	-7%	-0%	-0%	1%	2%	-4%	-7%	-0%	-6%	-0%	-0%	-0%
Technicians																
Workforce #/%	35/69%	4/8%	2/4%	0/0%	0/0%	0/0%	0/0%	1/2%	6/12%	2/4%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	17,590/28%	6,370/10%	4,205/7%	35/0%	4,100/7%	25/0%	265/0%	50/0%	11,575/19%	5,290/9%	8,665/14%	110/0%	3,540/6%	0/0%	70/0%	80/0%
Utilization #/%	40%	-2%	-3%	-0%	-7%	-0%	-0%	2%	-7%	-5%	-12%	-0%	-6%	0%	-0%	-0%
Protective Services: Sworn																
Workforce #/%	162/63%	50/19%	22/9%	0/0%	3/1%	0/0%	0/0%	0/0%	8/3%	7/3%	6/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	13,655/36%	5,835/15%	8,700/23%	45/0%	635/2%	0/0%	110/0%	170/0%	2,410/6%	1,205/3%	4,690/12%	30/0%	160/0%	0/0%	70/0%	25/0%
Utilization #/%	27%	4%	-15%	-0%	-1%	0%	-0%	-0%	-3%	-0%	-10%	-0%	-0%	0%	-0%	-0%
Protective Services: Non-sworn																
Workforce #/%	10/20%	5/10%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	14/28%	15/30%	5/10%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	620/24%	235/9%	505/19%	20/1%	75/3%	0/0%	20/1%	0/0%	535/20%	340/13%	220/8%	0/0%	0/0%	0/0%	40/2%	0/0%
Utilization #/%	-4%	1%	-17%	-1%	-3%	0%	-1%	0%	8%	17%	2%	0%	0%	0%	-2%	0%
Administrative Support																
Workforce #/%	9/7%	5/4%	4/3%	0/0%	0/0%	0/0%	0/0%	1/1%	61/46%	36/27%	12/9%	0/0%	1/1%	0/0%	0/0%	3/2%
CLS #/%	100,820/1%	57,275/10%	34,450/6%	370/0%	15,930/3%	290/0%	1,210/0%	945/0%	144,090/2%	99,560/18%	73,870/13%	655/0%	16,555/3%	200/0%	1,875/0%	1,715/0%

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
	8%	%	%		%				6%	%	%		%			
Utilization #/%	-12%	-7%	-3%	-0%	-3%	-0%	-0%	1%	20%	9%	-4%	-0%	-2%	-0%	-0%	2%
Skilled Craft																
Workforce #/%	37/36%	25/24%	38/37%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	69,875/29%	130,525/5%	17,755/7%	560/0%	8,015/3%	100/0%	1,060/0%	600/0%	3,070/1%	3,430/1%	1,350/1%	55/0%	1,685/1%	0/0%	190/0%	0/0%
Utilization #/%	7%	-31%	29%	-0%	-3%	-0%	-0%	1%	-1%	-0%	0%	-0%	-1%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	17/17%	30/30%	32/32%	0/0%	1/1%	0/0%	0/0%	1/1%	9/9%	4/4%	7/7%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	76,120/14%	188,340/3%	60,175/11%	480/0%	14,395/3%	165/0%	900/0%	1,280/0%	44,925/8%	111,790/2%	45,595/8%	410/0%	14,940/3%	130/0%	905/0%	620/0%
Utilization #/%	3%	-4%	21%	-0%	-2%	-0%	-0%	1%	1%	-16%	-1%	-0%	-3%	-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
Professionals					✓						✓		✓			
Technicians											✓					
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.

Carol Hynt HR Director 8/30/16
[signature] [title] [date]