

EEOP Short Form



Fri Mar 08 16:53:09 EST 2013

Step 1: Introductory Information

Grant Title: Edward Byrne Memorial Justice Assistance Grant Program **Grant Number:** 2011-DJ-BX-2186

Grantee Name: Texas Department of Criminal Justice **Award Amount:** \$672,542.00

Grantee Type: State Government Agency

Address: 861-B IH45
Huntsville, Texas
77320

Contact Person: Sherry Koenig **Telephone #:** 936-437-2117

Contact Address: 861-B IH45
Huntsville, Texas
77320

State Granting Agency: Governor's Office **Grant Number:** 2640201

Contact Name: Judy Switzer

Contact Address: PO Box 12428
Austin, Texas
78711

Telephone #: 512-463-7879

Grant Title: Victims of Crime Act Formula Grant Program **Grant Number:** VA-12-V30-25788-01

Grantee Name: Texas Department of Criminal Justice **Award Amount:** \$128,249.00

Grantee Type: State Government Agency

Address: 861-B IH45
Huntsville, Texas
78711

Contact Person: Sherry Koenig **Telephone #:** 936-437-2117

Contact Address: 861-B IH45
Huntsville, Texas
77320

State Granting Agency: Governor's Office **Grant Number:** 2578801

Contact Name: Jason Buckner

Contact Address: PO Box 12428
Austin, Texas
78711

Telephone #: 512-461-7171

Grant Title: State Criminal Alien Assistance Program **Grant Number:** 2012-AP-BX-0254

Grantee Name: Texas Department of Criminal Justice **Award Amount:** \$10,695,980.00

Grantee Type: State Government Agency

Address: 861-B IH45
Huntsville, Texas
77320

Contact Person: Sherry Koenig **Telephone #:** 936-437-2117

Contact Address: 861-B IH45
Huntsville, Texas
77320

State Granting Agency: Governor's Office **Grant Number:** 2012-AP-BX-0254

Contact Name: Judy Switzer

Contact Address: PO Box 12428
Austin, Texas
78711

Telephone #: 512-463-7879

Grant Title: Bullet Proof Vest Program **Grant Number:** 2012-BO-BX-12061341

Grantee Name: Texas Department of Criminal Justice **Award Amount:** \$13,236.00

Grantee Type: State Government Agency

Address: 861-B IH45
Huntsville, Texas
77320

Contact Person: Sherry Koenig **Telephone #:** 936-437-2117

Contact Address: 861-B IH45
Huntsville, Texas
77320

State Granting Agency: Governor's Office **Grant Number:** 2533103

Contact Name: Judy Switzer

Contact Address: PO Box 12428
Austin, Texas
78711

Telephone #: 512-463-7879

Policy Statement:

In keeping with the spirit and purpose of equal employment opportunity, the Texas Department of Criminal Justice continues to reaffirm its commitment to the following equal employment opportunity statement:

No applicant or employee of the Texas Department of Criminal Justice shall be discriminated against because of race, color, religion, sex (gender), national origin, age, disability, or genetic information.

Step 4b: Narrative Underutilization Analysis

The TDCJ Workforce Profile Agency Underutilization Summary * (Attachment A), TDCJ Workforce Utilization Analysis* (Attachment B), TDCJ Agency Workforce* (Attachment C), and TDCJ EEO Statistics* (Attachment D) included within this supplement have been developed through the use of job categories, ethnic categories, state civilian workforce percentages, and methodology as instructed by the U.S. Department of Justice for grant recipients. The Agency's Recruitment Plan for FY 2013 - FY 2014 is based on the Agency's Workforce Profile and Workforce Utilization Analysis that are developed as instructed by the Texas Workforce Commission - Civil Rights Division (TWC-CRD) regarding job categories, ethnic categories, state civilian workforce percentages, and the Equal Employment Opportunity Commission's Rule of 80 to determine underutilization. (*as of August 31, 2012)

The following are the categories identified by both workforce utilization analyses as being underutilized; therefore, these are the categories upon which this EEOP will focus:

- African Americans Technical
- Hispanic Americans State Agency Administration
- Hispanic Americans Technical
- Hispanic Americans Administrative Support
- Hispanic Americans Skilled Craft
- Hispanic Americans Service and Maintenance
- Female Technical

The EEOP includes discussion/analysis relative to underutilization in these categories and identifies recruitment strategies to specifically alleviate such underutilization. In addition, the EEOP identifies recruitment strategies to increase the representation of all underutilized groups.

Step 5 & 6: Objectives and Steps

1. Recruiting and Retaining a Diverse Workforce

- a. Introduce new or modify recruiting initiatives, as well as develop outreach strategies to target Hispanic communities as necessary, to enhance the scope of TDCJ's recruitment efforts.
- b. Ensure consistent application of Human Resources policies, procedures, and practices throughout the employment process.
- c. Collaborate with local groups and organizations in geographical areas where the majority of TDCJ service & maintenance, skilled craft, and technical positions are located, and request that such groups and organizations distribute recruitment materials and promote the employment opportunities existing within TDCJ. Such groups and organizations include the following: (1) the Hispanic Association of Colleges and Universities, and other technical institutions; (2) the Texas League of United Latin American Citizens (LULAC) District Offices; (3) Historically Black Colleges and Universities and other technical institutions; (4) the National Association of the Advancement of Colored People (NAACP) branches; and (5) Workforce Development Board Coordinators.
- d. Mail letters to career counselors at educational institutions and military installations regarding employment opportunities and the benefits of state employment.
- e. Display and distribute recruitment materials at job fairs, career days, and hiring seminars.
- f. Continue to post all job vacancies on the Texas Workforce Commission's Work in Texas website and on the TDCJ website with links to position descriptions.
- g. To the greatest extent possible, review all testing and screening procedures on a continuing basis to ensure job relatedness and validity.
- h. Prior to conducting interviews, require the Primary Interviewer to complete required training and develop job related interview questions with recommended responses.
- i. Research use of minority media outlets, such as Hispanic professional and technical career websites, radio stations, and publications.

2. Create and Maintain Diversity by Ethnicity and Gender

- a. Ensure that no artificial barriers denying applicants or employees equal employment opportunities exist within the TDCJ's selection process.
- b. Targeted recruiting initiatives to increase the number of African American, Hispanic American, and female applicants applying for vacancies in the EEO job categories where underutilization continues to exist.
- c. Alleviate underutilization for each EEO job category, maintain a diverse workforce in the EEO job categories once underutilization has been alleviated, and increase visibility in areas where jobs exist.
- d. Maintain applicant-flow records to document the percent of applicants by race, sex (gender), and age applying for vacant positions.
- e. Maintain records of all selection results for each job classification number by race, sex (gender) and age in accordance with the TDCJ's current Records Retention Schedule. The information contained in these records shall be used to determine the presence of artificial barriers to equal employment opportunity.
- f. Collect recruitment data on job applicants to determine if the diversity of the applicant pool has been enhanced by recruitment efforts focused on each underutilized group.
- g. Monitor the overall effective implementation of recruitment strategies through a monthly analysis of the TDCJ's workforce that determines the percentage of underutilization by each job category.
- h. Develop and implement Human Resources policies, procedures and practices that reflect full adherence to equal employment opportunity.

Step 7a: Internal Dissemination

- Information is included in all notifications for posted vacant positions that the Agency is an equal employment opportunity employer.
- All employees will be informed via e-mail that the EEOP short form will be posted and accessible on all employee bulletin boards for viewing.
- The EEOP short form will be available on the TDCJ's website at <http://tdcj.state.tx.us/divisions/hr/hr-home/> under "Links of Interest."
- Every employee is provided a copy of the Executive Director's annual EEO commitment letter.
- The TDCJ's EEO policies and selection system policy are published on the Agency's website (www.tdcj.state.tx.us) and mainframe infopac policy directory.
- The Human Resources Division prepares periodic progress reports outlining accomplishments and provides each Division Director with such information for the purpose of annual reviews.

Step 7b: External Dissemination

- Information is included in the State of Texas Application for Employment and in all notifications for posted vacant positions that the TDCJ is an equal employment opportunity employer.
- The EEOP short form will be available on the TDCJ's website at <http://tdcj.state.tx.us/divisions/hr/hr-home/> under "Links of Interest."
- The TDCJ's EEO policies and selection system policy are published on the TDCJ's website at <http://tdcj.state.tx.us/>.

Utilization Analysis Chart
Relevant Labor Market: 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 #/%	272/50%	44/8%	51/9%	2/0%	3/1%	0/0%	0/0%	130/24%	15/3%	28/5%	1/0%	1/0%	0/0%	0/0%
CLS #/%	655,045/48%	126,165/9%	42,910/3%	2,990/0%	25,210/2%	330/0%	5,255/0%	360,025/26%	87,210/6%	48,090/4%	2,235/0%	12,680/1%	180/0%	2,505/0%
Utilization #/%	2%	-1%	6%	0%	-1%	-0%	-0%	-2%	-4%	2%	0%	-1%	-0%	-0%
Professionals														
Workforce #/%	1226/28%	345/8%	544/12%	14/0%	20/0%	0/0%	0/0%	1119/25%	346/8%	763/17%	8/0%	15/0%	0/0%	0/0%
CLS #/%	601,115/34%	100,105/6%	51,735/3%	2,730/0%	54,995/3%	385/0%	5,820/0%	650,975/37%	134,830/8%	93,920/5%	3,490/0%	39,380/2%	355/0%	4,685/0%
Utilization #/%	-7%	2%	9%	0%	-3%	-0%	-0%	-12%	0%	12%	-0%	-2%	-0%	-0%
Technicians														
Workforce #/%	33/47%	2/3%	3/4%	0/0%	5/7%	0/0%	0/0%	22/31%	0/0%	4/6%	0/0%	1/1%	0/0%	0/0%
CLS #/%	69,305/30%	22,465/10%	8,865/4%	540/0%	4,240/2%	50/0%	685/0%	73,795/32%	24,390/11%	19,880/9%	530/0%	4,340/2%	35/0%	740/0%
Utilization #/%	17%	-7%	0%	-0%	5%	-0%	-0%	-1%	-11%	-3%	-0%	-0%	-0%	-0%
Protective Services: Sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	92,440/50%	34,035/18%	19,520/10%	625/0%	965/1%	95/0%	770/0%	18,855/10%	7,175/4%	11,420/6%	180/0%	235/0%	0/0%	160/0%
Utilization #/%														
Protective Services: Non-sworn														
Workforce #/%	8049/32%	3360/13%	4030/16%	75/0%	213/1%	0/0%	0/0%	3720/15%	1579/6%	4303/17%	30/0%	54/0%	0/0%	0/0%
Civilian Labor Force #/%	2,285/25%	1,000/11%	690/7%	4/0%	4/0%	0/0%	35/0%	2,995/32%	1,450/16%	755/8%	15/0%	45/0%	0/0%	25/0%
Utilization #/%	7%	2%	8%	0%	1%	0%	-0%	-18%	-9%	9%	-0%	-0%	0%	-0%
Administrative Support														
Workforce #/%	80/3%	24/1%	26/1%	2/0%	4/0%	0/0%	0/0%	1341/57%	423/18%	428/18%	6/0%	22/1%	0/0%	0/0%
CLS #/%	494,520/20%	200,735/8%	87,480/4%	2,820/0%	22,670/1%	605/0%	5,545/0%	993,875/40%	410,195/17%	204,385/8%	6,230/0%	31,410/1%	890/0%	8,680/0%

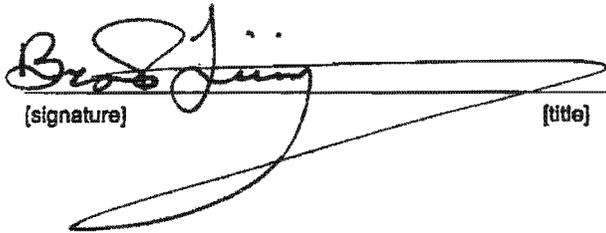
Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Utilization #/%	-17%	-7%	-2%	-0%	-1%	-0%	-0%	17%	1%	10%	0%	-0%	-0%	-0%
Skilled Craft														
Workforce #/%	1071/79%	142/10%	67/5%	7/1%	6/0%	0/0%	0/0%	50/4%	10/1%	7/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	537,465/51%	379,335/36%	60,715/6%	4,445/0%	13,170/1%	365/0%	4,675/0%	31,970/3%	18,795/2%	7,385/1%	400/0%	4,685/0%	35/0%	490/0%
Utilization #/%	28%	-25%	-1%	0%	-1%	-0%	-0%	1%	-1%	-0%	-0%	-0%	-0%	-0%
Service/Maintenance														
Workforce #/%	730/24%	214/7%	252/8%	9/0%	20/1%	0/0%	0/0%	1161/38%	246/8%	415/14%	8/0%	11/0%	0/0%	0/0%
CLS #/%	633,420/24%	683,595/26%	195,640/7%	5,520/0%	30,535/1%	880/0%	7,880/0%	420,605/16%	427,010/16%	162,520/6%	4,110/0%	31,165/1%	590/0%	5,555/0%
Utilization #/%	-0%	-19%	1%	0%	-1%	-0%	-0%	22%	-8%	7%	0%	-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	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					✓				✓					
Professionals	✓				✓		✓	✓				✓		✓
Technicians									✓					
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 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]

4/12/13 _____
[date]