

EEOP Short Form

LIBERTY COUNTY



Tue Nov 17 11:47:56 EST 2009

ADOPTED BY LIBERTY COUNTY COMMISSIONERS COURT ON NOVEMBER 24, 2009.

Step 1: Introductory Information

Policy Statement:

"See Attachment"

Step 4b: Narrative Underutilization Analysis

In reviewing the Utilization Analysis Chart, the County of Liberty Community Development Coordinator made the following observations:

- 1) In all categories there is a slight under-utilization of Hispanics or Latinos.

In keeping with the County of Liberty's "Equal Employment Opportunity/Discrimination and Harassment Policy," Liberty County will continue to hire or consider hiring based on equal employment and non-discrimination/non-harassment procedures, but will endeavor to implement additional methods of attracting more Hispanics or Latinos.

Step 5 & 6: Objectives and Steps

1. Focus on Hispanics and Latinos in hiring.

- a. Review current hiring practices to determine if such practices should be modified or changed to improve Hispanic or Latino participation. Based on feedback, modify and/or change current policies to include these new methods.
- b. When possible, conduct exit interviews to determine what other policies could be implemented to affect under-utilized minorities.

2. Identify any barriers in recruitment that might deter Hispanics or Latinos from applying for any entry-level positions.

- a. Participate in local and area job fairs in order to encourage Hispanics or Latinos to consider a career in County Government.
- b. Send County personnel to local high school job fairs to make presentations in order to stress career opportunities for Hispanics or Latinos.

Step 7a: Internal Dissemination

1. Distribute a hard copy of the EEOP to all employees in their pay envelopes.
2. Make it known that a hard copy is available in the HR department.
3. Post a copy of the EEOP on Liberty County's bulletin board.

Step 7b: External Dissemination

1. Post a copy of the EEOP on Liberty County's Web site.
2. Notify all contractors and vendors that do business with Liberty County, that a copy of the EEOP is available upon request.

Utilization Analysis Chart
Relevant Labor Market: Liberty 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 #/%	14/67%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	4/19%	1/5%	1/5%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,375/52%	30/1%	50/2%	4/0%	0/0%	0/0%	0/0%	1,035/39%	30/1%	80/3%	0/0%	0/0%	0/0%	4/0%
Utilization #/%	14%	-1%	3%	-0%	0%	0%	-1%	-20%	4%	2%	0%	0%	0%	-0%
Professionals														
Workforce #/%	18/45%	1/2%	5/12%	0/0%	0/0%	0/0%	0/0%	13/32%	1/2%	2/5%	0/0%	0/0%	0/0%	0/0%
CLS #/%	990/34%	40/1%	70/2%	0/0%	4/0%	0/0%	0/0%	1,560/54%	50/2%	120/4%	25/1%	10/0%	0/0%	25/1%
Utilization #/%	11%	1%	10%	0%	-0%	0%	0%	-21%	1%	1%	-1%	-0%	0%	-1%
Technicians														
Workforce #/%	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%
CLS #/%	225/37%	15/2%	15/2%	4/1%	0/0%	0/0%	0/0%	260/42%	25/4%	70/11%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-37%	-2%	-2%	-1%	0%	0%	0%	58%	-4%	-11%	0%	0%	0%	0%
Protective Services: Sworn														
Workforce #/%	43/67%	3/5%	4/6%	0/0%	0/0%	0/0%	0/0%	13/20%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	415/59%	4/1%	40/6%	0/0%	0/0%	0/0%	0/0%	145/20%	50/7%	55/8%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	9%	4%	1%	0%	0%	0%	0%	-0%	-7%	-6%	0%	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 #/%	4/100%	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%
Utilization #/%														
Administrative Support														
Workforce #/%	4/4%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	85/83%	4/4%	8/8%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,305/21%	85/1%	65/1%	15/0%	10/0%	0/0%	0/0%	3,970/64%	285/5%	350/6%	40/1%	20/0%	0/0%	4/0%
Utilization #/%	-17%	-1%	1%	-0%	-0%	0%	0%	18%	-1%	2%	-1%	-0%	0%	-0%
Skilled Craft														
Workforce #/%	41/80%	0/0%	10/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,230/80%	575/11%	240/5%	25/0%	10/0%	0/0%	4/0%	160/3%	10/0%	4/0%	0/0%	10/0%	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 #/%	0%	-11%	15%	-0%	-0%	0%	-0%	-3%	-0%	-0%	0%	-0%	0%	0%
Service/Maintenance														
Workforce #/%	7/54%	0/0%	3/23%	0/0%	0/0%	0/0%	0/0%	3/23%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,825/49%	935/9%	690/7%	10/0%	25/0%	0/0%	20/0%	2,305/23%	370/4%	655/7%	20/0%	20/0%	0/0%	4/0%
Utilization #/%	5%	-9%	16%	-0%	-0%	0%	-0%	-0%	-4%	-7%	-0%	-0%	0%	-0%

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]

EQUAL EMPLOYMENT OPPORTUNITY

Liberty County is an equal employment opportunity employer. No member of the Commissioners Court of Liberty County or any Department Head or employee may fail or refuse to hire or may discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, national origin, age, or disability; or to limit, segregate, or classify employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect the individual's status as an employee, because of such individual's race, color, religion, sex, national origin, age or disability.

DISCRIMINATION AND HARASSMENT

Discrimination and Harassment is Strictly Prohibited

Liberty County expressly prohibits any type of unlawful discrimination or harassment based on an individual's race, color, religion, sex, national origin, age, or disability. Actions, words, jokes or comments based on an individual's race, color, religion, sex, national origin, age, disability or any other legally protected characteristic will not be tolerated.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

Submission to or rejection of such conduct by an individual is used as the basis of employment decision affecting such individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

REPORTING VIOLATIONS

Employees who believe that they have witnessed or have been the subject of discrimination, including harassment or retaliation, must report the alleged act(s) immediately to their supervisor or Department Head.

If for any reason, the employee is not comfortable making a complaint to the supervisor or Department Head, the complaint should be made to the County Attorney's Office.

A prompt and thorough investigation of the facts and circumstances of any claim or discrimination, including harassment or retaliation, will be conducted. Confidentiality will be maintained to the extent possible without compromising the investigation. Appropriate corrective action will be taken. While the County cannot control the actions of outside parties, such as County vendors or patrons, employees who believe they have witnessed or been the subject of discrimination by an outside party, including harassment or retaliation, must report the alleged act(s) as required herein.

RETALIATION

Retaliation of any kind against any employee who makes a complaint of discrimination or harassment or against any employee who participates in any investigation of a complaint of discrimination or harassment is strictly prohibited.

CONSEQUENCES FOR VIOLATIONS

Employees who violate any portion of this policy are subject to disciplinary action, including termination.