

EEOP Utilization Report



Fri May 01 09:58:39 EDT 2015

Step 1: Introductory Information

Policy Statement:

See Attachment Number 1

Step 4b: Narrative Underutilization Analysis

See Attachment Number 2

Step 5 & 6: Objectives and Steps

1. Sworn Officers:

a. Thus, while Randall County's staffing ratios are measured against the population of Randall County, the jail must hire staff appropriate to deal with inmates that come from a county with completely different demographics.

2. Non-Sworn Protective Personnel:

a. The Youth Center constantly strives to recruit male personnel through participation in job fairs, such as those hosted by West Texas A & M University and the City of Amarillo. In addition, the Youth Center hosts student interns from West Texas A & M University and Amarillo College. These students are typically drawn from the Social Work, Psychology and Criminal Justice programs. The Youth Center also solicits employees statewide through the Texas Juvenile Justice Commission. The Youth Center will continue these efforts and direct them toward recruiting additional male personnel. Finally, the director of the Youth Center will request additional funds in the upcoming budget for advertising and recruiting that may help in attracting qualified male candidates.

3. Administrative Support:

a. To attract additional male employees, the county will explore the possibility of sending male administrative support staff to participate in the local job fairs currently utilized by the Sheriff's Office and Youth Center of the High Plains.

Step 7a: Internal Dissemination

We will post the EEOP Utilization Report on our intranet, an in-house, electronic communication service that only employees can access.

Step 7b: External Dissemination

We will post a copy of the EEOP Utilization Report on our public website.

Utilization Analysis Chart
Relevant Labor Market: Randall 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 #/%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,685/48%	315/9%	55/2%	10/0%	20/1%	0/0%	0/0%	4/0%	1,060/30%	350/10%	10/0%	0/0%	25/1%	0/0%	0/0%	0/0%
Utilization #/%	-8%	-9%	-2%	-0%	-1%	0%	0%	-0%	30%	-10%	-0%	0%	-1%	0%	0%	0%
Professionals																
Workforce #/%	15/45%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	16/48%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,940/34%	145/3%	110/2%	0/0%	60/1%	4/0%	20/0%	20/0%	2,980/52%	320/6%	30/1%	10/0%	25/0%	0/0%	59/1%	0/0%
Utilization #/%	12%	-3%	-2%	0%	2%	-0%	-0%	-0%	-4%	-3%	-1%	-0%	-0%	0%	-1%	0%
Technicians																
Workforce #/%	5/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	220/28%	45/6%	45/6%	0/0%	0/0%	0/0%	0/0%	0/0%	390/49%	55/7%	10/1%	4/1%	10/1%	0/0%	10/1%	0/0%
Utilization #/%	55%	-6%	-6%	0%	0%	0%	0%	0%	-49%	10%	-1%	-1%	-1%	0%	-1%	0%
Protective Services: Sworn																
Workforce #/%	102/60%	20/12%	4/2%	0/0%	3/2%	0/0%	0/0%	0/0%	32/19%	6/4%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	470/63%	195/26%	0/0%	0/0%	0/0%	0/0%	4/1%	0/0%	40/5%	40/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-3%	-14%	2%	0%	2%	0%	-1%	0%	13%	-2%	2%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	31/33%	16/17%	4/4%	0/0%	0/0%	0/0%	0/0%	0/0%	23/24%	17/18%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	10/26%	0/0%	10/26%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/26%	4/11%	0/0%	0/0%	0/0%	4/11%	0/0%
Utilization #/%	7%	17%	-22%	0%	0%	0%	0%	0%	24%	-8%	-7%	0%	0%	0%	-11%	0%
Administrative Support																
Workforce #/%	1/1%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	97/88%	6/5%	3/3%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	3,380/31%	780/7%	105/1%	20/0%	80/1%	0/0%	19/0%	0/0%	5,090/46%	1,295/12%	170/2%	15/0%	65/1%	15/0%	4/0%	35/0%
Utilization #/%	-30%	-5%	-1%	-0%	-1%	0%	-0%	0%	42%	-6%	1%	-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
Skilled Craft																
Workforce #/%	21/100%	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%	0/0%	0/0%
CLS #/%	2,890/68%	1,160/27%	25/1%	10/0%	10/0%	0/0%	14/0%	15/0%	115/3%	0/0%	0/0%	10/0%	10/0%	0/0%	0/0%	0/0%
Utilization #/%	32%	-27%	-1%	-0%	-0%	0%	-0%	-0%	-3%	0%	0%	-0%	-0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	6/43%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,600/34%	1,705/16%	520/5%	25/0%	225/2%	4/0%	50/0%	35/0%	2,780/27%	1,010/10%	250/2%	25/0%	125/1%	0/0%	43/0%	70/1%
Utilization #/%	8%	-9%	-5%	-0%	-2%	-0%	-0%	-0%	23%	-10%	-2%	-0%	-1%	0%	-0%	-1%

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		✓														
Protective Services: Non-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 EEOP Utilization Report.

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

Emmi Handwerker Randall County Judge May 12, 2015
[signature] [title] [date]



Employee Handbook

Equal Employment Opportunity Commission (EEOC)

In order to provide equal employment and advancement opportunities to all individuals, employment decisions will be based on merit, qualifications, and ability. Randall County does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The County also is committed to providing a workplace free of disparate treatment, which is the intentional exclusion from employment opportunities or the application of policies, practices and procedures on the basis of an individual's protected class.

Randall County will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship on the County. This policy governs all aspects of employment, including employee selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have questions or concerns about any type of discrimination in the workplace, you are encouraged to bring these issues to the attention of your supervisor or the HR/Payroll Department. You can raise concerns and make reports without fear of reprisal. All complaints of employment discrimination or disparate treatment must be in writing and signed by the complaining party before any investigation is initiated. The written complaint must include the date, time and location of the alleged incident and should also include a detailed statement describing the incident and the identity of any potential witnesses.

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to, and including, termination of employment. Individuals involved in an equal employment opportunity complaint, either as a complainant or a witness will not be retaliated against because of their involvement in the complaint. Any claim of retaliation will be handled in the same manner as an EEO complaint. Anyone found to be engaged in retaliation is subject to disciplinary action up to, and including, termination of employment.

Immigration Law Compliance

Randall County is committed to employing only United States citizens and aliens who are authorized to work in the United States. Randall County does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 within the past three years or if their previous I-9 is no longer retained or valid.

If you have questions or you need more information on immigration law issues, you are encouraged to contact the HR/Payroll Department. You may raise questions or complaints about immigration law compliance without fear of reprisal.

Sworn Officers:

The majority of employees within the sworn officer category are employed by the Sheriff within the jail, which consists of 9 pods containing 48 beds each. Although females may work within male pods, males are not allowed to staff the two pods housing females. In addition to staffing the two female pods, the Sheriff must have at least one additional female available in booking for each shift to search females being processed into the jail. The Sheriff must also recruit staff with foreign language skills. The number of non-English speaking inmates is steadily increasing. Although non-English speaking persons do not constitute a large percentage of the population of either Randall County or its jail, the need for jailors who can communicate with them tends to steer recruitment toward non-whites. Part of this disparity is driven by the fact that many Randall County inmates reside in Potter County, which adjoins Randall and, like Randall, has the majority of its population residing in the City of Amarillo. Although Potter County has a very different ethnic composition from that of Randall, its citizens do not confine their criminal activity to their home county. Thus, while Randall County's staffing ratios are measured against the population of Randall County, the jail must hire staff appropriate to deal with inmates that come from a county with completely different demographics.

Non-Sworn Protective Personnel:

As with sworn personnel, the statistics suggest discrimination against males in hiring non-sworn protective personnel. The largest employer within this category is the Youth Center of the High Plains. This facility houses juvenile offenders, in both pre-adjudication detention and post-adjudication treatment programs. Unlike the jail, males and females reside together within the same residential units. Because of this, detention officers of both genders must be available to respond to assistance calls in each unit. The Youth Center constantly struggles to hire and retain male staff. To start with, very few applicants are male. Of those, even fewer are viable candidates for employment. Before assuming the duties of detention officer, all applicants must pass a sex offender screening and psychological evaluation and are subject to a background investigation that includes examination of criminal history and driving records. Many of the male applicants have criminal or driving histories that preclude licensing as a detention officer. Likewise, many demonstrate psychological tendencies that render them unfit for such duties. Randall County is unable to weaken these employment criteria because doing so would violate minimum standards promulgated by the State of Texas and would also expose the residents of the Youth Center to increased risk of harm from staff. The Youth Center constantly strives to recruit male personnel through participation in job fairs, such as those hosted by West Texas A & M University and the City of Amarillo. In addition, the Youth Center hosts student interns from West Texas A & M University and Amarillo College. These students are typically drawn from the Social Work, Psychology and Criminal Justice programs. The Youth Center also solicits employees statewide through the Texas Juvenile Justice Commission. The Youth Center will continue these efforts and direct them toward recruiting additional male personnel. Finally, the director of the Youth Center will request additional funds in the upcoming budget for advertising and recruiting that may help in attracting qualified male candidates.

Administrative Support

The analysis of Randall County's employees shows that males are underrepresented in the category of administrative support. Such employees are typically found in the offices of the District and County Clerks, the Tax Assessor / Collector and the Criminal District Attorney. The Randall County Human Resources Office has received very few applications from males for these positions. Other than posting job openings on its website, Randall County does not advertise these jobs. To attract additional male employees, the county will explore the possibility of sending male administrative support staff to participate in the local job fairs currently utilized by the Sheriff's Office and Youth Center of the High Plains.