

EEOP SHORT FORM

Grant Title:

Grant Number:

Grantee Name: MIDLAND COUNTY

Award Amount:

Address: 2110 NORTH A STREET
MIDLAND, TEXAS 79705

Contact Person:

Telephone #:

Date and effective duration of EEOP: September 28, 2009 THRU September 28, 2011

Policy Statement

It is the policy of Midland County, Texas to assure equal employment opportunity to its employees and applicants for employment on the basis of fitness and merit without regard to race, color, religion, national origin, disability, sex, or age. Midland County will follow this policy in recruitment, hiring, promotion into all classifications, compensation, benefits, transfers, assignments, tours of duty, shifts, layoffs, returns from layoff, demotions, terminations, training, educational leave, social and recreational programs and use of County facilities. It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualifications standards to give preference to any employee or applicant for employment. However, we will take positive affirmative measures in accordance with the prevailing Federal and state law to recruit minorities, females and persons with disabilities to all levels of county government.

This policy will be implemented in accordance with the County's Equal Employment Opportunity Plan. Any employee of the Midland County who fails to comply with this policy is subject to appropriate disciplinary action.

The County's EEOP is on file in the office of the Midland County Treasurer at the Midland County Annex. Any County employee, applicant for employment, or the general public may review the County's EEOP in its entirety at the Midland County Treasurer's Office, 2110 N. "A" St., Midland, Texas.

[signature]

[title]

[date]

OMB Approval No.: 1121-0140

Expiration Date: 9/28/2011

Revised: 9/28/2009

Utilization Analysis Chart
Relevant Labor Market: Midland 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 #/%	22/48%	3/7%	1/2%	0/0%	0/0%	0/0%	0/0%	17/37%	3/7%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,375/58%	660/9%	120/2%	35/0%	15/0%	0/0%	10/0%	1,715/23%	375/5%	200/3%	0/0%	10/0%	0/0%	4/0%
Utilization #/%	-10%	-2%	1%	-0%	-0%	0%	-0%	14%	2%	-3%	0%	-0%	0%	-0%
Professionals														
Workforce #/%	17/26%	4/6%	1/2%	0/0%	0/0%	0/0%	0/0%	34/52%	8/12%	1/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,170/40%	485/5%	160/2%	35/0%	105/1%	0/0%	20/0%	4,420/42%	665/6%	270/3%	25/0%	70/1%	0/0%	25/0%
Utilization #/%	-14%	2%	0%	-0%	-1%	0%	-0%	10%	6%	-1%	-0%	-1%	0%	-0%
Technicians														
Workforce #/%	5/62%	2/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/12%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	610/40%	80/5%	45/3%	0/0%	4/0%	0/0%	0/0%	550/36%	150/10%	45/3%	4/0%	45/3%	0/0%	0/0%
Utilization #/%	23%	20%	-3%	0%	-0%	0%	0%	-36%	3%	-3%	-0%	-3%	0%	0%
Protective Services: Sworn														
Workforce #/%	99/39%	44/17%	14/6%	0/0%	0/0%	0/0%	0/0%	32/13%	38/15%	25/10%	1/0%	0/0%	0/0%	0/0%
CLS #/%	655/66%	140/14%	35/4%	0/0%	0/0%	0/0%	4/0%	115/12%	4/0%	35/4%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-27%	3%	2%	0%	0%	0%	-0%	1%	15%	6%	0%	0%	0%	0%
Protective Services: Non-sworn														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/50%	3/50%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	15/18%	25/29%	0/0%	0/0%	0/0%	0/0%	0/0%	20/24%	25/29%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-18%	-29%	0%	0%	0%	0%	0%	26%	21%	0%	0%	0%	0%	0%
Administrative Support														
Workforce #/%	7/4%	3/2%	2/1%	0/0%	0/0%	0/0%	0/0%	92/51%	59/33%	15/8%	1/1%	0/0%	1/1%	0/0%
CLS #/%	2,890/20%	900/6%	230/2%	4/0%	35/0%	4/0%	10/0%	6,770/48%	2,420/17%	690/5%	40/0%	85/1%	0/0%	30/0%
Utilization #/%	-17%	-5%	-1%	-0%	-0%	-0%	-0%	3%	16%	3%	0%	-1%	1%	-0%
Skilled Craft														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,495/57%	2,125/34%	165/3%	35/1%	25/0%	0/0%	4/0%	170/3%	110/2%	30/0%	0/0%	4/0%	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 #/%														
Service/Maintenance														
Workforce #/%	18/49%	16/43%	1/3%	0/0%	0/0%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,900/30%	3,075/24%	730/6%	10/0%	50/0%	0/0%	10/0%	2,240/17%	2,280/18%	645/5%	50/0%	25/0%	0/0%	0/0%
Utilization #/%	19%	20%	-3%	-0%	-0%	0%	-0%	-12%	-18%	-5%	-0%	-0%	0%	0%

NARRATIVE UTILIZATION ANALYSIS

A comparison of the Midland County workforce to the community labor statistics for Midland County indicates underutilization of women and minorities in certain areas. Community labor statistics show that Asian and Native American populations are very small in Midland County (less than 1.0%). Although these populations are very small, Midland County would welcome the opportunity to increase its utilization of Asians and Native Americans.

After reviewing the results of the underutilization analysis, the County has identified the following areas of concern:

- White males are underutilized in the following categories:
 - Officials/Executive (-10%)
 - Professional (-14%)
 - Protective Services: Sworn (-27%)
 - Protective Services: Non-Sworn (-18%)
 - Administrative Support (-17%)

- Hispanic males are underutilized in the following categories:
 - Officials/Executive (-2%)
 - Protective Services: Non-Sworn (-29%)
 - Administrative (-5%)

- Hispanic females are underutilized in the following categories:
 - SVCS/Maintenance (-18%)

- Black males are underutilized in the following categories:
 - Technicians (-3%)
 - SVCS/Maintenance (-3%)

- Black females are underutilized in the following categories:
 - Officials/Executive (-3%)
 - Technicians (-3%)
 - SVCS/Maintenance (-5%)

- White females are underutilized in the following categories:
 - Technicians (-36%)
 - SVCS/Maintenance (-12%)

Although each of these groups is underutilized in certain categories, a review of the analysis shows that each group is also adequately utilized in several categories.

OBJECTIVES

Midland County is committed to making its workforce profiles more closely reflect the available labor force in the community. Because Hispanics, Blacks and Females are underrepresented in certain specific categories, it is our goal to increase representation by evaluating our promotional and recruitment practices to ensure these groups receive equal opportunity to secure employment.

Specifically, Midland County will attempt to recruit qualified Blacks, Hispanics and Females for positions in the categories in which they are under-represented.

STEPS TO ACHIEVE OBJECTIVES

- The Director of Human Resources will review the minimum qualifications and specifications for each job description to insure job descriptions only contain job related criteria and there are no practices in violation of the County's EEO policy. Job descriptions are made available for all employment opportunities within the County.
- Specific job qualifications will be communicated to all employees of the County – as well as those employee's involved in recruiting, hiring, and promotional decisions.
- Midland County will be identified as an "Equal Opportunity Employer" or "EOE" within all employment listings and recruitment material.
- County minority personnel, women, and those fluent in non-English languages will be encouraged to actively participate in the county's recruiting processes.
- Midland County will insure compensation and benefits are equal for all employees.
- All employment opportunities, including promotional opportunities, will be announced to every department within the County to insure all employees have knowledge of the opportunities available.
- All employment opportunities will be listed with the local newspaper and posted on the Midland County website to insure a diverse audience is informed of employment opportunities with Midland County.
- Preventing all forms of harassment which result in violation of the County's No Harassment Policy – by distributing a copy of this policy and reviewing this information with all county employees.
- Ensure females are not penalized in their employment because of childbearing or other related medical conditions. The County includes provisions required by the Family Medical Leave Act. All employees, including supervisors, are informed of this provision. Temporary medical conditions related to pregnancy and child birth are treated the same as disabilities caused by or contributed to other medical conditions.
- Provide county-sponsored departmental diversity training.
- Review recruitment and retention efforts and apply information derived from exit interviews to efforts to improve retention.
- Continue to explore new methods to recruit employees.

DISSEMINATION

Internal Dissemination

We will include the EEO policy statement in the County's employee personnel policy manual, and we will distribute a separate copy to all departments.

We will post the EEO plan on the county's intranet.

We will conspicuously post the EEO policy on bulletin boards throughout the county.

We will continue to inform all new employees about the EEO plan, and how they may obtain a copy, at the new employee orientation.

External Dissemination

We will post the EEO plan on the county's web site.

We will include on all job announcements, and post at the county's job board, information explaining how applicants and members of the public may obtain a copy of the EEO plan.

We will annually inform recruiting sources in writing of the EEO plan and commitment.