

# EEO Utilization Report

## Organization Information

Name: Bosque County

City: Meridian

State: TX

Zip: 76665

Type: County/Municipal Government (not law enforcement)

## **Step 1: Introductory Information**

### **Policy Statement:**

Bosque County is an equal opportunity employer that maintains a policy of non-discrimination and non-retaliation with respect to all employees and applicants for employment. Race, color, religion, national origin, sex, age, genetic information, pregnancy, veteran status, disability, or any other condition or status protected by law will not be factors in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by law or where a bona fide occupational qualification (BFOQ) exists. Employment decisions are based solely on employee qualifications, merit, and performance.

Requests for accommodations will be reviewed for qualified individuals. Reasonable accommodations will be made in accordance with applicable law. If you desire any type of accommodation as a result of any condition or status protected by law, please advise your elected official, appointed official, department head, or the county attorney.

Any incident of prohibited discrimination or retaliation should be reported verbally or in writing to the department head, human resources, the elected or appointed official for the specific department, or the county attorney.

## Step 4b: Narrative of Interpretation

1. White females were significantly underrepresented in the Technicians (-71%), Professionals (-29%), and Service Maintenance (-25%) job categories.
2. Hispanic or Latino females were underrepresented in the Officials/Administrators (-1%) and Administrative Support (-1%) job categories.
3. Black or African American females were underrepresented in the Officials/ Administrators (-1%), Technicians (-5%), and Service Maintenance (-1%) job categories.
4. Asian females were underrepresented in the Administrative Support (-6%) job category.
5. Two or More Races females were underrepresented in the Administrative Support (-1%) and Service/ Maintenance (-1%) job categories.
6. White males were significantly underrepresented in the Officials/ Administrators (-30%) and Protective Services: Sworn (-38%) job categories. White males were underrepresented in the Administrative Support (-8%) job category.
7. Hispanic or Latino males were significantly underrepresented in the Officials/ Administrators (-12%), Technicians (-10%), and Service Maintenance (-24%) job categories. Hispanic or Latino males were underrepresented in the Administrative Support (-3%) job category.
8. Black or African American males were underrepresented in the Service/ Maintenance (-2%) job category.
9. Asian males were underrepresented in the Administrative Support (-5%) job category.

## Step 5: Objectives and Steps

### **1. Our objective is to create and maintain a culture of equal employment opportunity for all persons seeking employment or promotion within our organization.**

- a. The Auditor/ Human Resources Department will evaluate complaints of discrimination and investigate where such an investigation is determined to be warranted. If the investigation concludes that an employee has violated County policy, the employee will be subject to disciplinary action up to and including termination.
- b. The Auditor/ Human Resources Department will refer applications to hiring managers without regard to any protected status, including but not limited to race, religion, color, sex, age, marital status, national origin, disability or genetics.
- c. The Auditor/ Human Resources Department will provide training to hiring managers regarding discrimination, diversity, and equal employment opportunity.
- d. The Auditor/ Human Resources Department will provide training to our employees regarding discrimination, diversity, and equal employment opportunity.

### **2. Our objective is to provide equal employment opportunities for White females when our organization fills vacancies that become available in the Professionals, Technicians and Service/ Maintenance job categories.**

- a. We will continue to include in all advertisements of vacant positions the statement "Bosque County is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin or disability."
- b. The Auditor/ Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.

### **3. Our objective is to provide equal employment opportunities for Hispanic or Latino females when our organization fills vacancies that become available in the Officials/ Administrators and Administrative Support job categories.**

- a. We will continue to include in all advertisements of vacant positions the statement "Bosque County is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin or disability."
- b. The Auditor/ Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.

**4. Our objective is to provide equal employment opportunities for Black or African American females when our organization fills vacancies that become available in the Officials/ Administrators, Technicians, and Service/ Maintenance job categories.**

- a. Bosque County is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin or disability. Employment Ad paid for by Bosque County.
- b. The Auditor/ Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.

**5. Our objective is to provide equal employment opportunities for Asian females when our organization fills vacancies that become available in the Administrative Support job category.**

- a. We will continue to include in all advertisements of vacant positions the statement "Bosque County is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin or disability."
- b. The Auditor/ Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.

**6. Our objective is to provide equal employment opportunities for Two or More Races females when our organization fills vacancies that become available in the Administrative Support and Service/ Maintenance job category.**

- a. We will continue to include in all advertisements of vacant positions the statement "Bosque County is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin or disability."
- b. The Auditor/ Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.

**7. Our objective is to provide equal employment opportunities for White males when our organization fills vacancies that become available in the Officials Administrators, Protective Services:Sworn, and Administrative Support job categories.**

- a. We will continue to include in all advertisements of vacant positions the statement "Bosque County is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin or disability."
- b. The Auditor/ Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.

**8. Our objective is to provide equal employment opportunities for Hispanic or Latino males when our organization fills vacancies that become available in the Officials/ Administrators, Technicians, Administrative Support, and Service Maintenance job categories.**

- a. We will continue to include in all advertisements of vacant positions the statement "Bosque County is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin or disability."
- b. The Auditor/ Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.

**9. Our objective is to provide equal employment opportunities for Black or African American males when our organization fills vacancies that become available in the Service Maintenance job category.**

- a. We will continue to include in all advertisements of vacant positions the statement "Bosque County is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin or disability."
- b. The Auditor/ Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.

**10. Our objective is to provide equal employment opportunities for Asian males when our organization fills vacancies that become available in the Administrative Support job category.**

- a. We will continue to include in all advertisements of vacant positions the statement "Bosque County is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin or disability."
- b. The Auditor/ Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process.

### **Step 6: Internal Dissemination**

The Auditor/ Human Resources Department will provide hiring managers with a copy of the EEO Utilization Report. The Auditor/ Human Resources Department will post a copy of the EEOP Short Form on the County's website as well as the ESS website in a format that can be downloaded by employees.

### **Step 7: External Dissemination**

The Auditor/ Human Resources Department will post a copy of the EEOP Short Form on the County's website in a format that can be downloaded by the public. Copies will be provided to the Public upon request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Bosque 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 |
| <b>Officials/Administrators</b>       |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                         | 1/33%   | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 2/67%   | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                               | 450/64% | 85/12%             | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 160/23% | 8/1%               | 4/1%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                       | -30%    | -12%               | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    | 44%     | -1%                | -1%                       | 0%                               | 0%    | 0%  | 0%                | 0%    |
| <b>Professionals</b>                  |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                         | 2/29%   | 1/14%              | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 3/43%   | 1/14%              | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                               | 140/25% | 4/1%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 400/72% | 15/3%              | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                       | 4%      | 14%                | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    | -29%    | 12%                | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    |
| <b>Technicians</b>                    |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                         | 1/100%  | 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 #/%                               | 30/14%  | 20/10%             | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 150/71% | 0/0%               | 10/5%                     | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%                       | 86%     | -10%               | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    | -71%    | 0%                 | -5%                       | 0%                               | 0%    | 0%  | 0%                | 0%    |
| <b>Protective Services: Sworn</b>     |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                         | 13/62%  | 2/10%              | 1/5%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 3/14%   | 2/10%              | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                               | 30/100% | 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%  |
| Utilization #/%                       | -38%    | 10%                | 5%                        | 0%                               | 0%    | 0%  | 0%                | 0%    | 14%     | 10%                | 0%                        | 0%                               | 0%    | 0%  | 0%                | 0%    |
| <b>Protective Services: Non-sworn</b> |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                         | 0/      | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/    | 0/      | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/    |
| Civilian Labor Force #/%              | 25/100% | 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%  |
| Utilization #/%                       |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| <b>Administrative Support</b>         |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                         | 5/23%   | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 15/68%  | 2/9%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                               | 330/30% | 34/3%              | 0/0%                      | 0/0%                             | 55/5% | 0/0%                                      | 0/0%              | 0/0%  | 485/45% | 105/10%            | 0/0%                      | 0/0%                             | 70/6% | 0/0%                                      | 8/1%              | 0/0%  |
| Utilization #/%                       | -8%     | -3%                | 0%                        | 0%                               | -5%   | 0%  | 0%                | 0%    | 24%     | -1%                | 0%                        | 0%                               | -6%   | 0%  | -1%               | 0%    |
| <b>Skilled Craft</b>                  |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%                         | 0/      | 0/                 | 0/                        | 0/                               | 0/    | 0/  | 0/                | 0/    | 0/      | 0/                 | 0/                        | 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 |
| CLS #/%                    | 340/71% | 90/19%             | 4/1%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  | 35/7%   | 10/2%              | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| Utilization #/%            |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| <b>Service/Maintenance</b> |         |                    |                           |                                  |       |   |                   |       |         |                    |                           |                                  |       |   |                   |       |
| Workforce #/%              | 8/57%   | 0/0%               | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 2/14%             | 0/0%  | 1/7%    | 3/21%              | 0/0%                      | 0/0%                             | 0/0%  | 0/0%                                      | 0/0%              | 0/0%  |
| CLS #/%                    | 460/27% | 405/24%            | 35/2%                     | 0/0%                             | 0/0%  | 0/0%                                      | 4/0%              | 0/0%  | 550/32% | 215/13%            | 20/1%                     | 4/0%                             | 0/0%  | 0/0%                                      | 10/1%             | 0/0%  |
| Utilization #/%            | 30%     | -24%               | -2%                       | 0%                               | 0%    | 0%  | 14%               | 0%    | -25%    | 9%                 | -1%                       | -0%                              | 0%    | 0%  | -1%               | 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 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.

Certified As Final By: Don Pool

County Judge

06-04-2020

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[signature]



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[title]

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[date]