

EEOP Utilization Report



June 25, 2024

Policy Statement:

It is the policy of Jefferson County to ensure equal opportunity in employment for all employees and applicants. The County will provide, to the maximum extent possible, the same employment, placement, training, promotion, termination, layoff, leaves of absence, salary opportunities and benefits without regard to race, color, religion, sex, national origin, age, disability, veteran status (disabled), or political affiliation. To that end, the County will also promote the full realization of equal opportunity through continuing equal employment opportunity programs that will be an integral part of the total personnel management programs. Jefferson County is an Equal Opportunity Employer. Jefferson County does not discriminate on the basis of genetic information (Title II of the Genetic Information Nondiscrimination Act of 2008 - GINA) with respect to hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

Narrative Underutilization Analysis

The County's Human Resources Department reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market), and noted the following:

1. Hispanic or Latino representation in the County fails to exceed the availability of Hispanics in the local workforce (58.6%).
2. Black or African American representation in the County fails to exceed the availability of African Americans in the local workforce (54.9%).

In reviewing the Utilization Analysis from two years ago, the general population and the availability of females and minorities in the Beaumont-Port Arthur Metro Statistical Area have grown considerably. As noted, these percentages are based upon population estimates from the U.S. Census Bureau 2022 American Community Survey estimates. Despite these deficits within the County, newly hired females increased from eighty-two (82) to one hundred one (101); and, newly hired minorities increased from ninety-four (94) to one hundred twenty-five (125). Jefferson County will continue to focus on objectives and steps to achieve successful recruitment in the above areas, and will use alternate recruitment sources when necessary to attract more qualified external applicants.

Objectives and Steps

1. Encourage females to apply for vacancies with Jefferson County.

The Human Resources Department will target female applicants in this job category (job fairs and educational institutions). Organizations and resources that the County has worked with in the past, such as: Buumon Buddhist Church; Department of Assistive & Rehabilitation Services; Goodwill-Beaumont; Jobs Today; Lamar State College-Port Arthur; Lamar Institute of Technology; Lamar State College-Orange; Magnolia Missionary Baptist; Port Arthur Public Library; Port of Beaumont; Southeast TX Workforce Development Board (setworks.org); St. Catherine of Sienna; St. Joseph Catholic Church; Starlight Baptist Church; Texas Commission for The Blind (DARS); Texas Workforce Career Center; The Office of Hispanic Ministries; Universities in Texas/Louisiana; and others.

2. Encourage minorities to apply for vacancies with Jefferson County.

The Human Resources Department will target Hispanic or Latino and Black or African American applicants (job fairs and educational institutions). Organizations and resources that the County has worked with in the past, such as: Buumon Buddhist Church, Department of Assistive & Rehabilitation Services, Goodwill-Beaumont, Jobs Today, Lamar State College-Port Arthur, Lamar Institute of Technology, Lamar State College-Orange, Magnolia Missionary Baptist, Port Arthur Public Library, Port of Beaumont, Southeast TX Workforce Development Board (setworks.org), St. Catherine of Sienna, St. Joseph Catholic Church, Starlight Baptist Church, Texas Commission for The Blind (DARS), Texas Workforce Career Center, The Office of Hispanic Ministries, Universities in Texas/Louisiana; and others.

Internal Dissemination

Distribute a hard copy to the members of Commissioners Court.

External Dissemination

Post a copy of the Utilization Analysis Report on the Jefferson County public website.

JEFFERSON COUNTY

YEAR-END 2023

TOTAL POPULATION = 998

Male = 430 (43%)
Majority = 453 (45%)

Female = 568 (57%)
Minority = 545 (55%)
Black = 454 (45%)
Hispanic = 74 (7%)
Other = 17 (2%)

DEPARTMENT GROUP ANALYSIS

Elected Officials (Not included in Total Pop.)		<u>Precincts</u>		Other Depts. Under Comm. Court		Tax Department		County Clerk/ District Clerk		District Attorney	
39 (4%)		56 (6%)		159 (16%)		50 (5%)		57 (6%)		65 (7%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
32	7	48	8	77	82	3	47	4	53	25	40
82%	18%	86%	14%	48%	52%	6%	94%	7%	93%	38%	62%
Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority
24	15	26	30	93	66	27	23	27	30	40	25
62%	38%	46%	54%	58%	42%	54%	46%	47%	53%	62%	38%

JEFFERSON COUNTY

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DEPARTMENT GROUP ANALYSIS

Sheriff Department		Juvenile Probation		Adult Probation		Purchasing/Auditing		Courts		Justice of the Peace/Constables		Treasurer	
374 (37%)		51 (5%)		71 (7%)		23 (2%)		47 (5%)		42 (4%)		3 (0%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
205	169	20	31	21	50	3	20	8	39	14	28	2	1
55%	45%	39%	61%	30%	70%	13%	87%	17%	83%	33%	67%	67%	33%
Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
140	234	8	43	31	40	15	8	31	16	13	29	2	1
37%	63%	16%	84%	44%	56%	65%	35%	66%	34%	31%	69%	67%	33%

JEFFERSON COUNTY
YEAR-END 2023
TOTAL POPULATION = 998

ANALYSIS BY JOB GROUP CATEGORY

Officials & Administrators		Professionals		Technicians		Protective Serv. Workers		Para-Professionals		Administrative Support		Skilled Craft Workers		Service Maintenance	
63 (6%)		191 (19%)		46 (5%)		306 (31%)		4(1%)		294 (29%)		70 (7%)		24 (2%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
37	26	80	111	30	16	180	126	0	4	15	279	68	2	20	4

MAJORITY/MINORITY ANALYSIS

Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority
40	23	104	87	29	17	96	210	1	3	135	159	41	29	9	15

BLACK MALE/FEMALE ANALYSIS

Black Males	Black Females	Black Males	Black Females	Black Males	Black Females	Black Males	Black Females	Black Males	Black Females	Black Males	Black Females	Black Males	Black Females	Black Males	Black Females
13	5	23	46	10	7	90	104	0	3	11	103	23	1	10	4

HISPANIC MALE/FEMALE ANALYSIS

Hispanic Males	Hispanic Females	Hispanic Males	Hispanic Females	Hispanic Males	Hispanic Females	Hispanic Males	Hispanic Females	Hispanic Males	Hispanic Females	Hispanic Males	Hispanic Females	Hispanic Males	Hispanic Females	Hispanic Males	Hispanic Females
2	2	6	9	1	1	8	3	0	0	1	39	1	0	1	0

JEFFERSON COUNTY

2023 FULL-TIME HIRES

TOTAL - 189

MALE – 88 (47%)
MAJORITY – 64 (34%)

FEMALE – 101 (53%)
MINORITY – 125 (66%)
 (106 Blacks, 11 Hispanics, 8 Other)

Depts. Under Comm. Court	Adult Probation	Juvenile Probation	Elected Officials	Sheriff Department
27	13	13	32	104
14%	7%	7%	17%	55%

ANALYSIS BY CATEGORY

Professionals		Protective Services		Office/ Clerical		Skilled Craft		Service Maintenance		Technicians		Officials	
24		113		35		9		3		3		-	
13%		60%		19%		4%		2%		2%		-	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
10	14	61	52	2	33	9	-	3	-	1	2	-	-
42%	58%	54%	46%	6%	94%	100%	-	100%	-	33%	67%	-	-
Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
12	12	24	89	20	15	3	6	2	1	2	1	-	-
50%	50%	21%	79%	57%	43%	33%	67%	67%	33%	67%	33%	-	-

JEFFERSON COUNTY

2022 TERMINATIONS

TOTAL – 161

MALE – 66
MAJORITY – 53

FEMALE – 95
MINORITY – 108

TERMINATIONS BY SKILL CATEGORIES

Officials & Administrators	Professionals	Technicians	Protective Services	Office/ Clerical	Skilled Craft	Service Maintenance	Para Professionals
2	25	3	86	30	11	4	-
1%	16%	2%	53%	19%	7%	2%	-

TERMINATIONS BY FUNCTIONAL AREAS

Depts. Under Comm. Courts	Other Elected Officials	Adult/Juvenile Probation	Sheriff's Office	Auditor's Office/Purchasing	Grant Funded
16	30	15	94	3	3
10%	19%	9%	58%	2%	2%

JEFFERSON COUNTY

2023 TERMINATIONS

TOTAL – 161

TERMINATIONS BY TYPE

Voluntary Termination		Involuntary Termination		Administrative Separation		Service Retirement		Disability Retirement		Deceased	
88		38		4		29		1		1	
55%		23%		2%		18%		1%		1%	
TERMINATIONS (MAJORITY/MINORITY)											
Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
29	59	7	31	1	3	15	14	1	-	-	1
33%	67%	18%	82%	25%	75%	52%	48%	100%	-	-	100%
TERMINATIONS (MALE/FEMALE)											
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
33	55	17	21	2	2	12	17	1	-	1	-
38%	62%	45%	55%	50%	50%	41%	59%	100%	-	100%	-

Utilization Analysis

Plan Date: 01/01/2023

Jefferson County, TX

Job Group	Group Size	Employment (%)		Availability (%)		Underutilization		Annual Goal	
		Minority	Female	Minority	Female	Minority	Female	Minority	Female
1 – Officials & Administrators	63	37	41	0	0	No 1	No 1		
2 – Professionals	191	46	58	29	60	No 1	No 1		
3 – Technicians	46	37	35	30	38	No 1	No 1		
4 – Protective Service Workers	306	69	41	0	0	No 1	No 1		
5 – Paraprofessionals	4	75	100	0	0	No 2	No 2		
6 – Administrative Support	294	54	95	0	0	No 1	No 1		
7 – Skilled Craft Workers	70	41	3	0	0	No 1	No 2		
8 – Service Maintenance	24	63	17	0	0	No 2	No 2		

*Underutilized by less than a whole person
 1 – Two Standard Deviations
 2 – Binomial Distribution