

EEOP Utilization Report



5/14/2025

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), sexual orientation, gender identity or expression, 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 increased from 7% to 8%, but fails to exceed the availability of Hispanics in the local workforce (16.56%).
2. Females were under-represented in the following categories: Officials & Administrators (-14%) and Service Maintenance (-22%). Overall, female representation in the County increased from 57% to 58% and continues to exceed the availability of females in the local workforce (45%).

In reviewing the Utilization Analysis from two years ago, we have improved in the recruitment and retention of females and minorities in most job categories. As noted, these percentages are based upon population estimates from the U.S. Census Bureau 2023 American Community Survey estimates. Despite these deficits within the County, newly hired females increased from one hundred one (101) to one hundred nine (109); and, newly hired minorities increased from one hundred twenty-five (125) to one hundred thirty-five (135). 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 2024

TOTAL POPULATION = 1038

Male = 438 (42%)
Majority = 446 (43%)

Female = 600 (58%)
Minority = 592 (57%)
Black = 484 (47%)
Hispanic = 85 (8%)
Other = 23 (2%)

DEPARTMENT GROUP ANALYSIS

Elected Officials (Not included in Total Pop.)		<u>Precincts</u>		Other Depts. Under <u>Comm. Court</u>		Tax <u>Department</u>		County Clerk/ <u>District Clerk</u>		District <u>Attorney</u>	
40 (3%)		56 (5%)		159 (15%)		47 (4%)		59 (5%)		66 (7%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
33	7	48	8	77	82	1	46	5	54	25	41
82%	18%	86%	14%	48%	52%	2%	98%	8%	92%	38%	62%
Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority
24	16	27	29	89	70	24	23	27	32	39	27
60%	40%	48%	52%	56%	44%	51%	49%	46%	54%	59%	41%

JEFFERSON COUNTY

YEAR-END 2024

TOTAL POPULATION = 1038

Male = 438 (42%)

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Hispanic = 85 (8%)

Other = 23 (2%)

DEPARTMENT GROUP ANALYSIS

<u>Sheriff Department</u>		<u>Juvenile Probation</u>		<u>Adult Probation</u>		<u>Purchasing/ Auditing</u>		<u>Courts</u>		<u>Justice of the Peace/Constables</u>		<u>Treasurer</u>	
412 (39%)		52 (5%)		74 (7%)		23 (2%)		46 (4%)		42 (4%)		2 (0%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
219	193	19	33	21	53	1	22	7	39	14	28	1	1
53%	47%	37%	63%	28%	72%	4%	96%	15%	85%	33%	67%	50%	50%
Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
143	269	8	44	29	45	14	9	31	15	13	29	2	0
35%	65%	15%	85%	39%	61%	61%	39%	67%	33%	31%	69%	100%	-

JEFFERSON COUNTY

YEAR-END 2024

TOTAL POPULATION = 1038

ANALYSIS BY JOB GROUP CATEGORY

Officials & Administrators		Professionals		Technicians		Protective Serv. Workers		Para-Professionals		Administrative Support		Skilled Craft Workers		Service Maintenance	
63 (6%)		192 (18%)		47 (5%)		341 (33%)		4(0%)		295 (28%)		70 (7%)		26 (3%)	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
37	26	79	113	31	16	189	152	0	4	13	282	67	3	22	4

MAJORITY/MINORITY ANALYSIS

Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority	Majority	Minority
41	22	99	93	29	18	98	243	1	3	132	163	37	33	9	17

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	6	19	49	9	7	98	126	0	3	9	105	24	1	11	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	1	7	11	1	1	10	3	0	0	1	42	4	0	2	0

JEFFERSON COUNTY

2024 FULL-TIME HIRES

TOTAL - 187

MALE – 78 (42%)
MAJORITY – 52 (28%)

FEMALE – 109 (58%)
MINORITY – 135 (72%)
 (112 Blacks, 17 Hispanics, 6 Other)

Depts. Under Comm. Court	Adult Probation	Juvenile Probation	Elected Officials	Sheriff Department
17	14	13	21	122
9%	8%	7%	11%	65%

ANALYSIS BY CATEGORY

Professionals		Protective Services		Office/ Clerical		Skilled Craft		Service Maintenance		Technicians		Officials		Para Professionals	
21		120		31		7		5		1		1		1	
11%		64%		19%		4%		2%		0%		0%		0%	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
6	15	58	62	1	30	7	-	5	-	1	-	-	1	-	1
29%	71%	48%	52%	3%	97%	100%	-	100%	-	100%	-	-	100%	-	100%
Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
8	13	29	91	10	21	2	5	1	4	1	-	1	-	-	1
38%	62%	24%	76%	32%	68%	29%	71%	20%	80%	100%	-	100%	-	-	100%

JEFFERSON COUNTY

2024 TERMINATIONS

TOTAL – 137

MALE – 63
MAJORITY – 58

FEMALE – 74
MINORITY – 79

TERMINATIONS BY SKILL CATEGORIES

Officials & Administrators	Professionals	Technicians	Protective Services	Office/ Clerical	Skilled Craft	Service Maintenance	Para Professionals
4	18	1	79	24	7	3	1
3%	13%	1%	58%	18%	5%	1%	1%

TERMINATIONS BY FUNCTIONAL AREAS

Depts. Under Comm. Courts	Other Elected Officials	Adult/Juvenile Probation	Sheriff's Office	Auditor's Office/Purchasing	Grant Funded
13	22	17	81	2	2
10%	16%	13%	59%	1%	1%

JEFFERSON COUNTY

2024 TERMINATIONS

TOTAL – 137

TERMINATIONS BY TYPE

Voluntary Termination		Involuntary Termination		Administrative Separation		Service Retirement		Disability Retirement		Deceased	
78		27		4		27		-		1	
57%		20%		3%		20%		-		0%	
TERMINATIONS (MAJORITY/MINORITY)											
Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.	Maj.	Min.
34	44	9	18	2	2	13	14	-	-	-	1
44%	56%	33%	67%	50%	50%	48%	52%	-	-	-	100%
TERMINATIONS (MALE/FEMALE)											
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
41	37	12	15	1	3	9	18	-	-	-	1
53%	47%	44%	56%	25%	75%	33%	67%	-	-	-	100%

Utilization Analysis

Plan Date: 01/01/2025

Jefferson County, TX

Job Group	Group Size	Employment (%)		Availability (%)		Underutilization		Annual Goal	
		Minority	Female	Minority	Female	Minority	Female	Minority	Female
1 – Officials & Administrators	63	35	41	18	55	No 1	Yes 1		55
2 – Professionals	192	48	59	29	60	No 1	No 1		
3 – Technicians	47	38	34	30	38	No 1	No 1		
4 – Protective Service Workers	341	71	45	45	39	No 1	No 1		
5 – Paraprofessionals	4	75	100	41	86	No 2	No 2		
6 – Administrative Support	295	55	96	37	83	No 1	No 1		
7 – Skilled Craft Workers	70	47	4	38	9	No 1	No 2		
8 – Service Maintenance	26	65	15	50	37	No 2	Yes 2		37

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