

# EEO Utilization Report

## Organization Information

Name: Town Of Horizon City

City: Horizon City

State: TX

Zip: 79928

Type: County/Municipal Law Enforcement

## **Step 1: Introductory Information**

### **Policy Statement:**

Equal Employment Opportunity

Scope: All employees

Policy:

The City is an equal employment opportunity employer. Employment decisions are based on merit and business needs. The City does not tolerate employment discrimination based on race, color, citizenship status, national origin, gender, sexual orientation, age, religion, physical or mental disability, veteran status, political affiliation, or any other factor protected by law.

Equal Employment Opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Management is primarily responsible for seeing that the City's equal employment opportunity policies are implemented, but employees share in the responsibility by assuring that, by their personal actions, policies are effective and apply uniformly to everyone.

Any employees, including management, found to have engaged in discriminatory employment practices in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Procedure:

Any reports of violation should be reported to a Human Resources representative or to the appropriate government agency.

All reports will be investigated by the appropriate person(s).

## **Step 4b: Narrative of Interpretation**

Please see the attached hard copy document.

Following File has been uploaded:Step 4b EEOP Narrative.pdf

## **Step 5: Objectives and Steps**

### **1. Encourage African American, White and Asian applicants to apply for vacancies.**

- a. To obtain an applicant pool that reflects the diversity of the Town of Horizon City and adjacent cities to develop a recruitment plan to increase outreach efforts to under-represented communities. The recruitment plan includes attending job fairs throughout the City of Horizon and within the metropolitan area of El Paso City, focused on under-represented populations.
- b. Develop a plan to post Employment opportunities with various agencies such as: Texas Workforce Commission using the Work in Texas website, as well as the Town of Horizon City internet and intranet websites. Additionally, the City to set up direct posting accounts to the University of Texas at El Paso, El Paso Community College, so jobs are accessible by students and alumni. The City will continue to research methods to enhance opportunities to reach Black or African American, White, Hispanic or Latino, and Asian applicants.

## **Step 6: Internal Dissemination**

1. Within 30 days of receiving the Justice Department approval of Town of Horizon City's EEOP Utilization Report, the Human Resources Office will send an email and a hard copy memorandum to all employees to inform them that they may obtain a copy of the City's EEOP Utilization Report on request.
2. The Human Resources Office will post a PDF version of the EEOP Utilization Report on the City's website.
3. The Human Resources Office will produce bound copies of the EEOP Utilization Report to be distributed to each Department Director, and made available for review at each City's office buildings.
4. The Human Resources Office will include a written notice in the next printing of the Town of Horizon City's Employee Policy Manual, explaining how employees may obtain a copy of the EEOP Utilization Report.

## **Step 7: External Dissemination**

1. The Human Resources Office and Public Safety-Police and Dispatch departments will include a written statement in all job announcements and other communications with prospective employees to notify them that they may obtain a copy of the EEOP Utilization Report on request.
2. The Human Resources Office and Public Safety-Police and Dispatch departments will post a PDF file of the EEOP Utilization Report on the City's Website.

#### Step 4b: Narrative of Interpretation

The Coordinator of HR reviewed the FY2018/2019 Utilization Analysis, comparing the Town of Horizon City's workforce to the Texas labor market using data provided by the USDOJ Office of Justice Program EEO Reporting Tool.

1. White males were significantly under-represented in the following categories: Officials/Administrators (-19%), Professionals (-14%), Protective Services: Non-sworn (-11%), and Service/Maintenance (-5%).
2. Hispanic or Latino males were significantly under-represented in the following categories: Official Administrators (-14%), and Administrative Support (-25%).
3. Black or African America males were significantly under-represented in the following job categories: Official/Administrators (-1%), Professionals (-2%), Technicians (-2%), Protective Services: Sworn-Officials (-3%), Protective Services: Sworn-Patrol Officer (-1%), Administrative Support (-1%), and Service/Maintenance (-1%).
4. Asian males were significantly under-represented in the Officials/Administrators (-1%), Professionals (-1%), and Technician (-1%).
5. White females were significantly under-represented in the following categories: Officials/Administrators (-9%), Professionals (-2%), Technicians (-6%), Protective Services: Sworn-Officials (-1%), Protective Services: Sworn-Patrol Officers (-5%), Protective Services: Non-sworn (-13%), Administrative Support (-4%), and Service Maintenance (-3%).
6. Hispanic or Latino females were significantly under-represented in the following job categories: Technicians (-20%), Protective Services: Sworn-Officials (-3%), Protective Services: Sworn-Patrol Officers (-35%), Protective Services: Non-sworn (-54%), and Service/Maintenance (-20%).
7. Black or African America females were significantly under-represented in the following job categories: Professionals (-2%), Technicians (-1%), Protective Services: Sworn-Officials (-1%), Protective Services: Sworn-Patrol Officers (-1%), Protective Services: Non-sworn (-1%), Administrative Support (-1%) and Service/Maintenance (-1%).
8. Asian females were significantly under-represented in the Officials/Administrators (-1%), Professionals (-1%), and Technicians (-1%).
9. Two or More Races females were significantly under-represented in the Protective Services: Non-sworn, (-2%).