

EEO Utilization Report

Organization Information

Name: City Of Houston

City: Houston

State: TX

Zip: 77002

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

The purpose of this plan is to implement and maintain an Equal Employment Opportunity (EEO) Program to ensure that the City of Houston does not discriminate against any employee or applicant for employment, based upon race, color, religion, sex, national origin, disability, age, genetic information, retaliation, sex (wages) or veterans status. It is also the policy of the City of Houston to provide employees and applicants a workplace free from harassment. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.

Additionally, retaliation, including intimidation, threats, or coercion, because of an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any Federal, State, or local EEO law is prohibited.

Relevant policies can be found in the code of ordinances and executive orders on the city's website at www.houstontx.gov.

Step 4b: Narrative of Interpretation

The City of Houston's Human Resources Department reviewed the Utilization Analysis (comparing the City's workforce to the Houston Primary Metropolitan Statistical area data) and noted the following:

1. White males were significantly under-represented in the following job categories: Officials/Administrators (-12%), Professionals (-10%), Administrative Support (-14%), Skilled Craft (-15%), and Service/Maintenance (-5%).
2. Hispanic or Latino males were significantly under-represented in the following job categories: Administrative Support (-3%), Skilled Craft (-34%), and Service/Maintenance (-22%).
3. Black or African American males were significantly under-represented in the Protective Sworn (-9%) category.
4. Asian males were significantly under-represented in the Professional (-2%) and Technicians (-2%) categories.
5. White females were significantly under-represented in the following job categories: Officials/Administrators (-10%), Professionals (-16%), Technicians (-12%), Protective Sworn (-2%), Protective Non-sworn (-13%), Administrative Support (-15%), and Service/Maintenance (-5%).
6. Hispanic or Latino females were significantly under-represented in the following categories: Technicians (-2%), Protective Non-Sworn (-4%), and Service/Maintenance (-12%).
7. Black or African American females were significantly under-represented in the Technicians (-5%) and Protective Sworn (-9%) categories.
8. Asian females were significantly under-represented in the following job categories: Professionals (-2%), Technicians (-6%), and Service/Maintenance (-2%).

Step 5: Objectives and Steps

1. To encourage Hispanic or Latino males to apply for vacancies in the Administrative Support, Skilled Craft, and Service/Maintenance categories.

- a. The City of Houston reviewed the data collected for this survey and hispanic or latino males in general are underrepresented in the administrative support, skilled craft, and service/maintenance categories. The goal of the City of Houston is to have a diverse workforce that reflects the ethnic and cultural makeup of the community it serves.
- b. The City of Houston aggressively recruits at workforce solutions centers and local high schools within the hispanic and latino communities. The City of Houston also actively recruit individuals by attending community based and civic outreach programs, where applicants receive a variety of assistance in areas such as resume writing, job training, job search counseling, etc. HRs Grow Your Own Workforce initiative seeks to plant seeds in the minds of students about the variety of career opportunities in local government, and to grow our own workforce for the future. Departments across the city offer internships and co-op opportunities, guest speakers, tours, Adopt-a-School programs, and the Find Your Path Career Day Expo. We want students to consider, prepare for, and even experience a job with the city, creating a pipeline from our local educational institutions for future employees.
- c. The HR Department will continue the strategy to meet individually with liaisons from the City departments at least annually to review the current status available workforce distribution reports to assist in ensuring the City's workforce closely reflect the relevant available community workforce.

2. To encourage Black or African American males to apply for vacancies in the Protective Sworn category.

- a. The City of Houston reviewed the data collected for this survey and Black or African American males are underrepresented in the protective sworn category. Based off the review of the data, the City of Houston has determined this category is located in the Houston Police Department and the Houston Fire Department. The goal of the City of Houston is to have a diverse workforce that reflects the ethnic and cultural makeup of the community it

serves.

b. The Houston Police Department reviewed the data collected for this survey and black males in general are underrepresented in classified positions (protective sworn category) of the Houston Police Department. The goal of the Houston Police Department is to have a diverse department that reflects the ethnic and cultural makeup of the community it serves.

The Houston Police Departments Recruiting Division aggressively recruits at military bases and colleges throughout the United States. The division also attends general job fairs to attract those outside of the military and colleges. The division also attends job fairs at historical black colleges and universities such as Texas Southern University, Prairie View A & M University, Paul Quinn College, and Hutson-Tilloston University.

Representative from the Houston Police Departments Recruiting Division also attend various public relations events to promote the department as an excellent employer.

c. HR and the City of Houston's Fire Department (HFD) are committed to recruiting a highly qualified and diversified workforce.

d. During 2018, the City of Houston dealt with a charter amendment that led to a hiring freeze on vacancies in the classified service of the Houston Fire Department. This hiring freeze, limited the recruitment activities in the Houston Fire Department. However, with the recent court decisions ruling declaring the charter amendment unconstitutional, HR has started the task of increasing recruitment activities (job fairs, presentations, table set-ups, site visits, and mentorship). We will continue to focus our efforts toward diverse talent sources at job fairs, community centers and events, parks, colleges and universities, Fire and EMT schools, military bases, churches, sporting events, conferences, high schools, shopping malls, fitness centers, Workforce Solutions, YMCA, etc. We will continue to track our activities and reviewed data to determine the effectiveness of the event towards our diversity recruiting effort.

e. We will continue to maintain strong partnerships with organizations where there is an opportunity for us to recruit individuals from underrepresented communities. We will continue to meet with directors, deans, principals, event coordinators, etc. as well as give presentations on the firefighter profession, minimum requirements, and steps in the hiring process.

f. We will continue our activities with job fairs, presentations, table set-ups, and site visits. We will continue to focus our effort towards diverse talent sources at job fairs, community centers and events, parks, colleges and universities, Fire and EMT schools, military bases, churches, sporting events, conferences, high schools, shopping malls, fitness centers, Workforce Solutions, YMCA, etc.

g. The HR Department will continue the strategy to meet individually with liaisons from the City departments at least annually to review the current status available workforce distribution reports to assist in ensuring the City's workforce closely reflect the relevant available community workforce.

3. To encourage Asian males to apply for vacancies in the Professionals and Technicians categories.

a. The City of Houston reviewed the data collected for this survey and Asian males are underrepresented in the Professionals and Technicians categories. The goal of the City of Houston is to have a diverse workforce that reflects the ethnic and cultural makeup of the community it serves.

b. The City of Houston aggressively recruits at workforce solutions centers and local high schools within the Asian community. The City of Houston also actively recruit individuals by attending community based and civic outreach programs, where applicants receive a variety of assistance in areas such as resume writing, job training, job search counseling, etc. HR's Grow Your Own Workforce initiative seeks to plant seeds in the minds of students about the variety of career opportunities in local government, and to grow our own workforce for the future. Departments across the city offer internships and co-op opportunities, guest speakers, tours, Adopt-a-School programs, and the Find Your Path Career Day Expo. We want students to consider, prepare for, and even experience a job with the city, creating a pipeline from our local educational institutions for future employees.

c. The HR Department will continue the strategy to meet individually with liaisons from the City departments at least annually to review the current status available workforce distribution reports to assist in ensuring the City's workforce closely reflect the relevant available community workforce.

4. To encourage White females to apply for vacancies in the Officials/Administrators, Professionals, Technicians, Protective Sworn, Protective Non-sworn, Administrative Support, Service Maintenance categories.

- a. The City of Houston reviewed the data collected for this survey and white females in general are underrepresented in the Officials/Administrators, Professionals, Technicians, Protective Sworn, Protective Non-sworn, Administrative Support, Service Maintenance categories. The goal of the City of Houston is to have a diverse workforce that reflects the ethnic and cultural makeup of the community it serves.
- b. The City of Houston will continue to target professional affiliation conferences such as Texas Womens Empowerment Foundation (TWEF) Career Conference, Small Business Expos, and local vocational schools with opportunities to distribute job announcements and career opportunities for females in the above identified underutilized categories.
- c. The Houston Police Department reviewed the data collected for this survey and white females in general are underrepresented in classified positions (protective sworn category) of the Houston Police Department. The goal of the Houston Police Department is to have a diverse department that reflects the ethnic and cultural makeup of the community it serves.

The Houston Police Departments Recruiting Division will continue to be represented at job fairs hosted by womens colleges and other womens organizations and continue to explore other means to actively recruit women.

Representatives from the Houston Police Department also attend various public relations events to promote the department as an excellent employer.

- d. The Houston Fire Department and the Human Resources Department reviewed the data collected for this survey and white females are underrepresented in the classified positions (protective sworn category) of the Houston Fire Department. The goal of the Houston Fire Department is to have a diverse department that reflects the ethnic and cultural makeup of the community it serves.

The Houston Fire Department and the Human Resources Department will revisit the option of re-launching a womens career and fitness program to attract female candidates and mentor them to pursue a career in fire service.

- e. The HR Department will continue to review the applicant pool for all vacancies in these categories and continue the strategy to meet individually with liaisons from the City departments at least annually to review the current status available workforce distribution reports to assist in ensuring the Citys workforce closely reflect the relevant available community workforce.

5. To encourage Hispanic or Latino females to apply for vacancies in the Technicians, Protective Non-Sworn, and Service/Maintenance categories.

- a. The HR Department will continue the strategy to meet individually with liaisons from the City departments at least annually to review the current status available workforce distribution reports to assist in ensuring the Citys workforce closely reflect the relevant available community workforce.
- b. The City of Houston reviewed the data collected for this survey and hispanic or latino females in general are underrepresented in the technician, protective non-sworn, and service/maintenance categories. The goal of the City of Houston is to have a diverse workforce that reflects the ethnic and cultural makeup of the community it serves.
- c. The City of Houston aggressively recruits at workforce solutions centers and local high schools within the hispanic and latino communities. The City of Houston also actively recruit individuals by attending community based and civic outreach programs, where applicants receive a variety of assistance in areas such as resume writing, job training, job search counseling, etc. HRs Grow Your Own Workforce initiative seeks to plant seeds in the minds of students about the variety of career opportunities in local government, and to grow our own workforce for the future. Departments across the city offer internships and co-op opportunities, guest speakers, tours, Adopt-a-School programs, and the Find Your Path Career Day Expo. We want students to consider, prepare for, and even experience a job with the city, creating a pipeline from our local educational institutions for future employees.

6. To encourage Black or African American females to apply for vacancies in the Technicians and Protective Sworn categories.

- a. The City of Houston reviewed the data collected for this survey and hispanic or latino females in general are underrepresented in the technician and protective sworn. The goal of the City of Houston is to have a diverse workforce that reflects the ethnic and cultural makeup of the community it serves.
- b. The City of Houston will continue to target professional affiliation conferences such as Texas Womens Empowerment Foundation (TWEF) Career Conference, Small Business Expos, and local vocational schools with opportunities to distribute job announcements and career opportunities for females in the above identified underutilized categories.

c. The Houston Police Department reviewed the data collected for this survey and black females in general are underrepresented in classified positions (protective sworn category) of the Houston Police Department. The goal of the Houston Police Department is to have a diverse department that reflects the ethnic and cultural makeup of the community it serves.

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The Houston Fire Department and the Human Resources Department will revisit the option of re-launching a womens career and fitness program to attract female candidates and mentor them to pursue a career in fire service.

f. The HR Department will continue to review the applicant pool for all vacancies in these categories and continue the strategy to meet individually with liaisons from the City departments at least annually to review the current status available workforce distribution reports to assist in ensuring the Citys workforce closely reflect the relevant available community workforce.

7. To encourage Asian females to apply for vacancies in the Professionals, Technicians, and Service/Maintenance categories.

a. The City of Houston reviewed the data collected for this survey and Asian females are underrepresented in the Professionals, Technicians, and Service/Maintenance categories. The goal of the City of Houston is to have a diverse workforce that reflects the ethnic and cultural makeup of the community it serves

b. The City of Houston aggressively recruits at workforce solutions centers and local high schools within the Asian community. The City of Houston also actively recruit individuals by attending community based and civic outreach programs, where applicants receive a variety of assistance in areas such as resume writing, job training, job search counseling, etc. HRs Grow Your Own Workforce initiative seeks to plant seeds in the minds of students about the variety of career opportunities in local government, and to grow our own workforce for the future. Departments across the city offer internships and co-op opportunities, guest speakers, tours, Adopt-a-School programs, and the Find Your Path Career Day Expo. We want students to consider, prepare for, and even experience a job with the city, creating a pipeline from our local educational institutions for future employees.

c. The HR Department will continue the strategy to meet individually with liaisons from the City departments at least annually to review the current status available workforce distribution reports to assist in ensuring the Citys workforce closely reflect the relevant available community workforce.

Step 6: Internal Dissemination

1. Post a copy of the EEOP Utilization Report on the City of Houston's intranet, an in-house, electronic communication service that only employees can access.
2. Send a broadcast email to all employees letting them know a copy of the EEOP Utilization Report is available on the intranet, as well as copy of the EEOP Utilization Report will be available for review in the Human Resources Department, Civil Service & EEO Division, located at 611 Walker, 4th Floor, Houston, TX 77002.
3. A copy of the EEOP Utilization Report will be disseminated to the Client Relations Managers for discussion with their respective department directors.

Step 7: External Dissemination

1. Post a copy of the EEOP Utilization Report on the City of Houston's internet website, with a notice indicating a copy of the EEOP Utilization Report can be reviewed at the Human Resources Department, Civil Service & EEO Division, 611 Walker, 4th Floor, Houston, TX 77002 or by visiting any City of Houston public library's customer service desk.
2. Post on the City of Houston's career page and procurement website (for vendors and contractors) that the City of Houston has developed an EEOP Utilization Report and it is available for review on the website (with a link to the EEOP Utilization Report.)

Utilization Analysis Chart
Relevant Labor Market: Houston city, 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
Officials/Administrators																
Workforce #/%	341/30%	101/9%	199/18%	3/0%	45/4%	1/0%	3/0%	0/0%	123/11%	55/5%	203/18%	0/0%	42/4%	0/0%	7/1%	0/0%
CLS #/%	87,470/43%	19,275/9%	11,475/6%	375/0%	8,430/4%	85/0%	795/0%	335/0%	42,850/21%	12,850/6%	15,440/8%	120/0%	4,925/2%	75/0%	415/0%	440/0%
Utilization #/%	-12%	-0%	12%	0%	-0%	0%	-0%	-0%	-10%	-1%	11%	-0%	1%	-0%	0%	-0%
Professionals																
Workforce #/%	1173/21%	585/10%	847/15%	8/0%	317/6%	5/0%	27/0%	0/0%	474/8%	600/11%	1329/23%	6/0%	284/5%	3/0%	31/1%	0/0%
CLS #/%	90,945/30%	18,700/6%	17,435/6%	170/0%	23,845/8%	15/0%	1,020/0%	790/0%	74,210/25%	19,065/6%	31,630/11%	265/0%	20,135/7%	10/0%	1,425/0%	715/0%
Utilization #/%	-10%	4%	9%	0%	-2%	0%	0%	-0%	-16%	4%	13%	0%	-2%	0%	0%	-0%
Technicians																
Workforce #/%	857/31%	525/19%	574/21%	4/0%	147/5%	2/0%	12/0%	0/0%	131/5%	193/7%	308/11%	3/0%	30/1%	0/0%	9/0%	0/0%
CLS #/%	12,205/27%	4,600/10%	3,280/7%	10/0%	3,410/7%	25/0%	160/0%	40/0%	7,455/16%	4,275/9%	7,135/16%	50/0%	3,050/7%	0/0%	30/0%	65/0%
Utilization #/%	4%	9%	13%	0%	-2%	0%	0%	-0%	-12%	-2%	-5%	-0%	-6%	0%	0%	-0%
Protective Services: Sworn																
Workforce #/%	3134/41%	1906/25%	1187/16%	21/0%	334/4%	21/0%	41/1%	0/0%	267/4%	309/4%	317/4%	3/0%	25/0%	0/0%	8/0%	0/0%
CLS #/%	9,960/33%	5,020/17%	7,400/25%	4/0%	545/2%	0/0%	55/0%	130/0%	1,685/6%	970/3%	3,810/13%	30/0%	130/0%	0/0%	25/0%	15/0%
Utilization #/%	8%	8%	-9%	0%	3%	0%	0%	-0%	-2%	1%	-9%	-0%	-0%	0%	0%	-0%
Protective Services: Non-sworn																
Workforce #/%	44/21%	53/25%	44/21%	0/0%	13/6%	0/0%	0/0%	0/0%	7/3%	22/11%	24/12%	0/0%	1/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	325/19%	195/11%	430/25%	10/1%	35/2%	0/0%	10/1%	0/0%	280/16%	260/15%	170/10%	0/0%	0/0%	0/0%	30/2%	0/0%
Utilization #/%	3%	14%	-3%	-1%	4%	0%	-1%	0%	-13%	-4%	2%	0%	0%	0%	-2%	0%
Administrative Support																
Workforce #/%	52/4%	113/8%	137/10%	1/0%	33/2%	0/0%	2/0%	0/0%	123/9%	351/25%	549/39%	1/0%	47/3%	1/0%	8/1%	0/0%
CLS #/%	68,490/17%	42,960/11%	27,275/7%	320/0%	12,570/3%	255/0%	1,000/0%	700/0%	94,295/24%	73,700/18%	61,460/15%	455/0%	12,380/3%	145/0%	1,200/0%	1,295/0%

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
	%	%	%		%				%	%	%		%			
Utilization #/%	-14%	-3%	3%	-0%	-1%	-0%	-0%	-0%	-15%	6%	23%	-0%	0%	0%	0%	-0%
Skilled Craft																
Workforce #/%	149/10%	367/25%	704/47%	4/0%	84/6%	5/0%	7/0%	0/0%	25/2%	32/2%	113/8%	1/0%	2/0%	0/0%	1/0%	0/0%
CLS #/%	41,735/25%	97,635/58%	13,025/8%	420/0%	5,910/4%	35/0%	675/0%	440/0%	1,890/1%	2,620/2%	1,105/1%	30/0%	1,385/1%	0/0%	145/0%	0/0%
Utilization #/%	-15%	-34%	39%	0%	2%	0%	0%	-0%	1%	1%	7%	0%	-1%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	86/6%	182/13%	669/49%	2/0%	44/3%	1/0%	7/1%	0/0%	15/1%	117/9%	220/16%	3/0%	15/1%	0/0%	1/0%	0/0%
CLS #/%	44,415/11%	138,570/35%	45,110/11%	275/0%	10,530/3%	100/0%	505/0%	925/0%	24,560/6%	83,025/21%	35,830/9%	275/0%	10,520/3%	115/0%	420/0%	370/0%
Utilization #/%	-5%	-22%	38%	0%	1%	0%	0%	-0%	-5%	-12%	7%	0%	-2%	-0%	-0%	-0%

Significant Underutilization Chart

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
Officials/Administrators	✓								✓							
Professionals	✓				✓			✓	✓				✓			✓
Technicians					✓				✓	✓	✓		✓			
Protective Services: Sworn			✓					✓	✓		✓					
Protective Services: Non-sworn									✓							
Administrative Support	✓	✓							✓							✓
Skilled Craft	✓	✓											✓			
Service/Maintenance	✓	✓							✓	✓			✓			

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.

[signature]

[title]

[date]