

# EEOP Utilization Report



Mon May 12 10:28:00 EDT 2014

## Step 1: Introductory Information

<b>Grant Title:</b>	Missing Children's Assistance	<b>Grant Number:</b>	2012-MC-FX-K053
<b>Grantee Name:</b>		<b>Award Amount:</b>	\$204,045.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	Houston, Texas 77002		
<b>Contact Person:</b>		<b>Telephone #:</b>	
<b>Contact Address:</b>	611 Walker, 4th Floor Houston, Texas 77002		
<b>DOJ Grant Manager:</b>		<b>DOJ Telephone #:</b>	

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<b>Grant Title:</b>	National Institute of Justice Research, Eval. and Dev. Project Grans	<b>Grant Number:</b>	2011-DN-BX-0002
<b>Grantee Name:</b>		<b>Award Amount:</b>	\$698,760.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	Houston, Texas 77002		
<b>Contact Person:</b>		<b>Telephone #:</b>	
<b>Contact Address:</b>	611 Walker, 4th Floor Houston, Texas 77002		
<b>DOJ Grant Manager:</b>		<b>DOJ Telephone #:</b>	

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<b>Grant Title:</b>	National Institute of Justice Research, Eval., DNA Backlog Reduction Program	<b>Grant Number:</b>	2010-DN-BX-5112
<b>Grantee Name:</b>		<b>Award Amount:</b>	\$164,120.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	Houston, Texas 77002		
<b>Contact Person:</b>		<b>Telephone #:</b>	
<b>Contact Address:</b>	611 Walker, 4th Floor Houston, Texas		

77002

**DOJ Grant Manager:**

**DOJ Telephone #:**

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**Grant Title:** National Institute of Justice  
Research, Eval., DNA Backlog  
Reduction Program

**Grant Number:** 2011-DN-BX-K427

**Grantee Name:**

**Award Amount:** \$165,741.00

**Grantee Type:** Local Government Agency

**Address:**

Houston, Texas  
77002

**Contact Person:**

**Telephone #:**

**Contact Address:** 611 Walker, 4th Floor  
Houston, Texas  
77002

**DOJ Grant Manager:**

**DOJ Telephone #:**

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**Grant Title:** National Institute of Justice  
Research, Eval., DNA Backlog  
Reduction Program

**Grant Number:** 2012-DN-BX-0068

**Grantee Name:**

**Award Amount:** \$4,730.00

**Grantee Type:** Local Government Agency

**Address:**

Houston, Texas  
77002

**Contact Person:**

**Telephone #:**

**Contact Address:** Houston, Texas  
77002

**DOJ Grant Manager:**

**DOJ Telephone #:**

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**Grant Title:** Crime Laboratory Improvement  
Combined Offender

**Grant Number:** 2007-DD-BX-0593

**Grantee Name:**

**Award Amount:** \$17.00

**Grantee Type:** Local Government Agency

**Address:**

Houston, Texas  
77002

**Contact Person:**

**Telephone #:**

**Contact Address:** 611 Walker, 4th Floor  
Houston, Texas  
77002

**DOJ Grant Manager:**

**DOJ Telephone #:**

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**Grant Title:** Public Safety Partnership and  
Community Policing Grants

**Grant Number:** 2010CKWX0370

**Grantee Name:**

**Award Amount:** \$1,350,000.00

**Grantee Type:** Local Government Agency

**Address:**

Houston, Texas  
77002

**Contact Person:**

**Telephone #:**

**Contact Address:** 611 Walker, 4th Floor  
Houston, Texas  
77002

**DOJ Grant Manager:**

**DOJ Telephone #:**

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**Grant Title:** Public Safety Partnership and  
Community Policing Grants

**Grant Number:** 2010ULWX0026

**Grantee Name:**

**Award Amount:** \$3,126,358.00

**Grantee Type:** Local Government Agency

**Address:**

Houston, Texas  
77002

**Contact Person:**

**Telephone #:**

**Contact Address:** 611 Walker, 4th Floor  
Houston, Texas  
77002

**DOJ Grant Manager:**

**DOJ Telephone #:**

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**Grant Title:** Public Safety Partnership and  
Community Policing Grants

**Grant Number:** 2011CKWXX009

**Grantee Name:**

**Award Amount:** \$197,759.00

**Grantee Type:** Local Government Agency

**Address:**

Houston, Texas

77002

**Contact Person:**

**Telephone #:**

**Contact Address:** 611 Walker, 4th Floor  
Houston, Texas  
77002

**DOJ Grant Manager:**

**DOJ Telephone #:**

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**Grant Title:** Public Safety Partnership and  
Community Policing Grants

**Grant Number:** 2011ULWX0028

**Grantee Name:**

**Award Amount:** \$355,796.00

**Grantee Type:** Local Government Agency

**Address:**

Houston, Texas  
77002

**Contact Person:**

**Telephone #:**

**Contact Address:** 611 Walker, 4th Floor  
Houston, Texas  
77002

**DOJ Grant Manager:**

**DOJ Telephone #:**

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**Grant Title:** Edward Byrne Memorial Justice  
Assistance Grant Program

**Grant Number:** 2005-DJ-BX-0119

**Grantee Name:**

**Award Amount:** \$2,306.00

**Grantee Type:** Local Government Agency

**Address:**

Houston, Texas  
77002

**Contact Person:**

**Telephone #:**

**Contact Address:** 611 Walker, 4th Floor  
Houston, Texas  
77002

**DOJ Grant Manager:**

**DOJ Telephone #:**

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**Grant Title:** Edward Byrne Memorial Justice  
Assistance Grant Program

**Grant Number:** 2007-DJ-BX-1269

**Grantee Name:**

**Award Amount:** \$4.00

**Grantee Type:** Local Government Agency

**Address:**

Houston, Texas  
77002

**Contact Person:**

**Telephone #:**

**Contact Address:** 611 Walker, 4th Floor  
Houston, Texas  
77002

**DOJ Grant Manager:**

**DOJ Telephone #:**

**Grant Title:** Edward Byrne Memorial Justice Assistance Grant Program

**Grant Number:** 2009-DJ-BX-1284

**Grantee Name:**

**Award Amount:** \$4.00

**Grantee Type:** Local Government Agency

**Address:**

Houston, Texas  
77002

**Contact Person:**

**Telephone #:**

**Contact Address:** 611 Walker, 4th Floor  
Houston, Texas  
77002

**DOJ Grant Manager:**

**DOJ Telephone #:**

**Grant Title:** Edward Byrne Memorial Justice Assistance Grant Program

**Grant Number:** 2009-DJ-BX-1284

**Grantee Name:**

**Award Amount:** \$1,078,219.00

**Grantee Type:** Local Government Agency

**Address:**

Houston, Texas  
77002

**Contact Person:**

**Telephone #:**

**Contact Address:** 611 Walker, 4th Floor  
Houston, Texas  
77002

**DOJ Grant Manager:**

**DOJ Telephone #:**

**Grant Title:** Edward Byrne Memorial Justice Assistance Grant Program

**Grant Number:** 2010-DJ-BX-1032

**Grantee Name:**

**Award Amount:** \$853,190.00

**Grantee Type:** Local Government Agency

**Address:**

Houston, Texas  
77002

**Contact Person:**

**Telephone #:**

**Contact Address:** 611 Walker, 4th Floor  
Houston, Texas  
77002

**DOJ Grant Manager:**

**DOJ Telephone #:**

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**Grant Title:** Economic High-Tech and Cyber  
Crime Prevention

**Grant Number:** 2011-DB-BX-0123

**Grantee Name:**

**Award Amount:** \$22,528.00

**Grantee Type:** Local Government Agency

**Address:**

Houston, Texas  
77002

**Contact Person:**

**Telephone #:**

**Contact Address:** 611 Walker, 4th Floor  
Houston, Texas  
77002

**DOJ Grant Manager:**

**DOJ Telephone #:**

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**Grant Title:** Congressionally Recommended  
Awards

**Grant Number:** 2010-DD-BX-0529

**Grantee Name:**

**Award Amount:** \$90,449.00

**Grantee Type:** Local Government Agency

**Address:**

Houston, Texas  
77002

**Contact Person:**

**Telephone #:**

**Contact Address:** 611 Walker  
Houston, Texas  
77002

**DOJ Grant Manager:**

**DOJ Telephone #:**

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**Grant Title:** Congressionally Recommended  
Awards

**Grant Number:** 2010-DD-BX-0593

**Grantee Name:** **Award Amount:** \$667,313.00  
**Grantee Type:** Local Government Agency  
**Address:** Houston, Texas  
77002  
**Contact Person:** **Telephone #:**  
**Contact Address:** 611 Walker  
Houston, Texas  
77002  
**DOJ Grant Manager:** **DOJ Telephone #:**

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**Grant Title:** Juvenile Accountability Block Grants **Grant Number:** JB-10-J20-13322-13  
**Grantee Name:** **Award Amount:** \$18,115.00  
**Grantee Type:** Local Government Agency  
**Address:** Houston, Texas  
77002  
**Contact Person:** **Telephone #:**  
**Contact Address:** 611 Walker  
Houston, Texas  
77002  
**DOJ Grant Manager:** **DOJ Telephone #:**

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**Grant Title:** Juvenile Accountability Block Grants **Grant Number:** JB-11-J20-13322-14  
**Grantee Name:** **Award Amount:** \$146,926.00  
**Grantee Type:** Local Government Agency  
**Address:** Houston, Texas  
77002  
**Contact Person:** **Telephone #:**  
**Contact Address:** 611 Walker  
Houston, Texas  
77002  
**DOJ Grant Manager:** **DOJ Telephone #:**

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**Grant Title:** Crime Victim Assistance      **Grant Number:** VA-12-V30-13592-13  
**Grantee Name:**      **Award Amount:** \$33,000.00  
**Grantee Type:** Local Government Agency  
**Address:**  
Houston, Texas  
77002  
**Contact Person:**      **Telephone #:**  
**Contact Address:** 611 Walker  
Houston, Texas  
77002  
**DOJ Grant Manager:**      **DOJ Telephone #:**

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**Grant Title:** Edward Byrne Memorial Justice Assistance Grant Program      **Grant Number:** 24772-01  
**Grantee Name:**      **Award Amount:** \$103,279.00  
**Grantee Type:** Local Government Agency  
**Address:**  
Houston, Texas  
77002  
**Contact Person:**      **Telephone #:**  
**Contact Address:** 611 Walker  
Houston, Texas  
77002  
**DOJ Grant Manager:**      **DOJ Telephone #:**

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**Grant Title:** Edward Byrne Memorial Justice Assistance Grant Program      **Grant Number:** DJ-10-A10-25810-01  
**Grantee Name:**      **Award Amount:** \$59,433.00  
**Grantee Type:** Local Government Agency  
**Address:**  
Houston, Texas  
77002  
**Contact Person:**      **Telephone #:**  
**Contact Address:** 611 Walker  
Houston, Texas  
77002  
**DOJ Grant Manager:**      **DOJ Telephone #:**

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**Grant Title:** Edward Byrne Memorial Justice Assistance Grant Program  
**Grant Number:** DJ-10-A10-25886-01  
**Grantee Name:**  
**Award Amount:** \$64,033.00  
**Grantee Type:** Local Government Agency  
**Address:**  
Houston, Texas  
77002  
**Contact Person:**  
**Telephone #:**  
**Contact Address:** 611 Walker  
Houston, Texas  
77002  
**DOJ Grant Manager:**  
**DOJ Telephone #:**

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**Grant Title:** Edward Byrne Memorial Justice Assistance Grant Program  
**Grant Number:** DJ-11-A10-26445-01  
**Grantee Name:**  
**Award Amount:** \$11,046.00  
**Grantee Type:** Local Government Agency  
**Address:**  
Houston, Texas  
77002  
**Contact Person:**  
**Telephone #:**  
**Contact Address:** 611 Walker  
Houston, Texas  
77002  
**DOJ Grant Manager:**  
**DOJ Telephone #:**

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**Grant Title:** Sam Houston State University - Project Safe Neighborhoods  
**Grant Number:** 22055A  
**Grantee Name:**  
**Award Amount:** \$32,231.00  
**Grantee Type:** Local Government Agency  
**Address:**  
Houston, Texas  
77002  
**Contact Person:**  
**Telephone #:**  
**Contact Address:** 611 Walker  
Houston, Texas  
77002  
**DOJ Grant Manager:**  
**DOJ Telephone #:**

**Grant Title:** Sam Houston State University - Project Safe Neighborhoods  
**Grant Number:** 22055B  
**Grantee Name:**  
**Award Amount:** \$51,800.00  
**Grantee Type:** Local Government Agency  
**Address:**  
**Contact Person:**  
**Telephone #:**  
**Contact Address:**  
**DOJ Grant Manager:**  
**DOJ Telephone #:**

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**Grant Title:** Sam Houston State University - Project Safe Neighborhoods  
**Grant Number:** 22055C  
**Grantee Name:**  
**Award Amount:** \$17,668.00  
**Grantee Type:** Local Government Agency  
**Address:**  
**Contact Person:**  
**Telephone #:**  
**Contact Address:**  
**DOJ Grant Manager:**  
**DOJ Telephone #:**

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**Grant Title:** Sam Houston State University - Project Safe Neighborhoods  
**Grant Number:** 321-20-C03F  
**Grantee Name:**  
**Award Amount:** \$10,860.00  
**Grantee Type:** Local Government Agency  
**Address:**  
**Contact Person:**  
**Telephone #:**  
**Contact Address:**  
**DOJ Grant Manager:**  
**DOJ Telephone #:**

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**Grant Title:** Sam Houston State University - Project Safe Neighborhoods  
**Grant Number:** 321-20-C52C  
**Grantee Name:**  
**Award Amount:** \$20,658.00

**Grantee Type:** Local Government Agency

**Address:**

**Contact Person:**

**Telephone #:**

**Contact Address:**

**DOJ Grant Manager:**

**DOJ Telephone #:**

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**Grant Title:** Sam Houston State University -  
Project Safe Neighborhoods

**Grant Number:** 321-20-C52E

**Grantee Name:**

**Award Amount:** \$1,526.00

**Grantee Type:** Local Government Agency

**Address:**

**Contact Person:**

**Telephone #:**

**Contact Address:**

**DOJ Grant Manager:**

**DOJ Telephone #:**

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**Grant Title:** Sam Houston State University -  
Project Safe Neighborhoods

**Grant Number:** 321-20-C52G

**Grantee Name:**

**Award Amount:** \$17,020.00

**Grantee Type:** Local Government Agency

**Address:**

**Contact Person:**

**Telephone #:**

**Contact Address:**

**DOJ Grant Manager:**

**DOJ Telephone #:**

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**Grant Title:** Sam Houston State University -  
Project Safe Neighborhoods

**Grant Number:** 321-20-C52K

**Grantee Name:**

**Award Amount:** \$4,170.00

**Grantee Type:** Local Government Agency

**Address:**

**Contact Person:**

**Telephone #:**

**Contact Address:**

**DOJ Grant Manager:**

**DOJ Telephone #:**

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**Grant Title:** Sam Houston State University -  
Project Safe Neighborhoods

**Grant Number:** 321-20-S054

**Grantee Name:**

**Award Amount:** \$9.00

**Grantee Type:** Local Government Agency

**Address:**

**Contact Person:**

**Telephone #:**

**Contact Address:**

**DOJ Grant Manager:**

**DOJ Telephone #:**

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**Grant Title:** Sam Houston State University -  
Project Safe Neighborhoods

**Grant Number:** S04D77204

**Grantee Name:**

**Award Amount:** \$52.00

**Grantee Type:** Local Government Agency

**Address:**

**Contact Person:**

**Telephone #:**

**Contact Address:**

**DOJ Grant Manager:**

**DOJ Telephone #:**

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**Grant Title:** Sam Houston State University -  
Project Safe Neighborhoods

**Grant Number:** S04D77205

**Grantee Name:**

**Award Amount:** \$151.00

**Grantee Type:** Local Government Agency

**Address:**

**Contact Person:**

**Telephone #:**

**Contact Address:**

**DOJ Grant Manager:**

**DOJ Telephone #:**

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**Grant Title:** Sam Houston State Uni. Paul Coverdell Forensic Sciences Improvement Grant Program  
**Grant Number:** 17319-08  
**Grantee Name:**  
**Award Amount:** \$108,748.00  
**Grantee Type:** Local Government Agency  
**Address:**  
**Contact Person:**  
**Telephone #:**  
**Contact Address:**  
**DOJ Grant Manager:**  
**DOJ Telephone #:**

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**Grant Title:** Sam Houston State Uni. Paul Coverdell Forensic Sciences Improvement Grant Program  
**Grant Number:** CD-12-A10-17319-09  
**Grantee Name:**  
**Award Amount:** \$75,914.00  
**Grantee Type:** Local Government Agency  
**Address:**  
**Contact Person:**  
**Telephone #:**  
**Contact Address:**  
**DOJ Grant Manager:**  
**DOJ Telephone #:**

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**Grant Title:** Texas Alcoholic Beverage Commission - Enforcing Underage Drinking Laws Program  
**Grant Number:** 80017  
**Grantee Name:**  
**Award Amount:** \$13,105.00  
**Grantee Type:** Local Government Agency  
**Address:**  
**Contact Person:**  
**Telephone #:**  
**Contact Address:**  
**DOJ Grant Manager:**  
**DOJ Telephone #:**

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**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 to 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 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 policy can be found in the code of ordinances and executive orders on the citys website at [www.houstontx.gov](http://www.houstontx.gov).

## Step 4b: Narrative Underutilization Analysis

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

1. White males were significantly under-represented in the following job categories: Officials (-7%), Professionals (-6%), Administrative Support (-14%), and Skilled Craft (-13%).
2. Hispanic males were significantly under-represented in the following job category: Administrative Support (-5%).
3. Black males were significantly under-represented in the following job categories: Protective Services: Sworn (-7%) and Protective Services: Non-sworn (-4%).
4. Asian males were significantly under-represented in the following job categories: Professionals (-4%), Technicians (-5%), and Administrative Support (-3%).
5. White females were significantly under-represented in the following job categories: Officials (-11%), Professionals (-15%), Technicians (-11%), Protective Services: Non-sworn (-14%), and Administrative Support (-14%).
6. Hispanic females were significantly under-represented in the following job categories: Technicians (-3%) and Protective Services: Non-sworn (-8%).
7. Black females were significantly under-represented in the following job categories: Technicians (-3%).
8. Asian females were significantly under-represented in the following job categories: Professionals (-3%) and Technicians (-6%).

As of December 31, 2013, the City of Houston had 1320 employees identified under the Asian / Pacific Islander category. In March 2014, the city surveyed that group of employees and asked them to identify under the Asian category or Native Hawaiian or Other Pacific Islander category. 495 employees in the Asian / Pacific Islander category did not respond to the voluntary survey and for this report were placed in the unknown category.

## Step 5 & 6: Objectives and Steps

- 1. To encourage White males to apply for vacancies in the Skilled Craft and Service Maintenance job categories.**
  - a. see attachment
- 2. To encourage Hispanic males to apply for vacancies in the Administrative Support, Skilled Craft, and Service Maintenance job categories.**
  - a. see attachment
- 3. To encourage Black males to apply for vacancies in the Protective Services: Sworn and Protective Services: Non-sworn job categories.**
  - a. see attachment
- 4. To encourage Asian males to apply for vacancies in the Technicians and Administrative Support job categories.**
  - a. see attachment



**5. To encourage white females to apply for vacancies in the Officials, Professionals, Technicians, Protective Services: Non-sworn; Administrative Support, and Service Maintenance job categories.**

a. see attachment

**6. To encourage Hispanic females to apply for vacancies in the Technicians, Protective Services: Non-sworn, and Service and Maintenance job categories.**

a. see attachment

**7. To encourage Black females to apply for vacancies in the Technicians job category.**

a. see attachment

**8. To encourage Asian females to apply for vacancies in the Technicians job category.**

a. see attachment

### **Step 7a: Internal Dissemination**

1. Post a copy of the EEOP Utilization Report on the City of Houston's intranet service.
2. Send a citywide email broadcast to all employees to let them know a copy of the report is available on the intranet.
3. A copy of this document will be available for review in the Human Resources Department Employee Relations Division.
4. EEO notices are posted, as required by law, in prominent and accessible places, readily observable by employed staff and applicants.
5. The Human Resources Department will periodically conduct training about EEO policies and hiring procedures for staff, managers and supervisory personnel.

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

1. Post a copy of the EEOP Utilization Report on the COH's public website.
2. Include on the webpage where applicants can access information about job opportunities, a link to the City of Houston's 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
<b>Officials/Administrators</b>																
Workforce #/%	379/35%	99/9%	211/20%	2/0%	33/3%	0/0%	0/0%	0/0%	109/10%	47/4%	175/16%	1/0%	14/1%	0/0%	0/0%	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 #/%	-7%	-0%	14%	0%	-1%	-0%	-0%	-0%	-11%	-2%	9%	0%	-1%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	1320/24%	538/10%	772/14%	10/0%	206/4%	2/0%	0/0%	0/0%	557/10%	567/10%	1281/23%	13/0%	189/3%	3/0%	0/0%	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 #/%	-6%	4%	8%	0%	-4%	0%	-0%	-0%	-15%	4%	13%	0%	-3%	0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	984/36%	429/16%	536/20%	6/0%	75/3%	1/0%	0/0%	0/0%	149/5%	173/6%	349/13%	1/0%	12/0%	0/0%	0/0%	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 #/%	10%	6%	13%	0%	-5%	-0%	-0%	-0%	-11%	-3%	-3%	-0%	-6%	0%	-0%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	3384/47%	1634/23%	1249/18%	26/0%	71/1%	5/0%	0/0%	0/0%	260/4%	204/3%	289/4%	1/0%	12/0%	0/0%	0/0%	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 #/%	14%	6%	-7%	0%	-1%	0%	-0%	-0%	-2%	-0%	-9%	-0%	-0%	0%	-0%	-0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	132/23%	86/15%	114/20%	0/0%	6/1%	0/0%	0/0%	0/0%	13/2%	40/7%	173/31%	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 #/%	5%	4%	-4%	-1%	-1%	0%	-1%	0%	-14%	-8%	21%	0%	0%	0%	-2%	0%
<b>Administrative Support</b>																
Workforce #/%	51/3%	92/6%	127/8%	3/0%	8/0%	0/0%	0/0%	0/0%	155/10%	403/25%	735/46%	5/0%	21/1%	1/0%	0/0%	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%

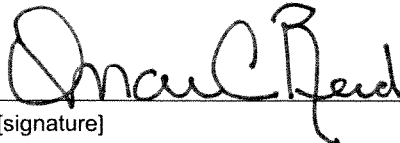
Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	%	%	%		%				%	%	%		%			
Utilization #/%	-14%	-5%	1%	0%	-3%	-0%	-0%	-0%	-14%	7%	30%	0%	-2%	0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	175/12%	385/26%	743/50%	6/0%	65/4%	4/0%	0/0%	0/0%	6/0%	16/1%	87/6%	3/0%	2/0%	0/0%	0/0%	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 #/%	-13%	-33%	42%	0%	1%	0%	-0%	-0%	-1%	-0%	5%	0%	-1%	0%	-0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	86/6%	253/16%	721/46%	3/0%	40/3%	2/0%	0/0%	0/0%	20/1%	171/11%	247/16%	2/0%	18/1%	0/0%	0/0%	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 #/%	-6%	-19%	35%	0%	-0%	0%	-0%	-0%	-5%	-10%	7%	0%	-2%	-0%	-0%	-0%


### Significant Underutilization Chart

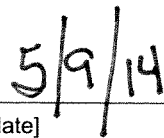
Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>	✓						✓		✓	✓			✓			
<b>Professionals</b>	✓				✓		✓	✓	✓				✓		✓	✓
<b>Technicians</b>					✓		✓		✓	✓	✓		✓			
<b>Protective Services: Sworn</b>			✓		✓		✓	✓	✓		✓	✓	✓		✓	
<b>Protective Services: Non-sworn</b>			✓						✓	✓					✓	
<b>Administrative Support</b>	✓	✓			✓		✓		✓				✓		✓	✓
<b>Skilled Craft</b>	✓	✓					✓		✓				✓			
<b>Service/Maintenance</b>	✓	✓							✓	✓			✓			

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 EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

  
[signature]

  
[title]

  
[date]

The City of Houston is committed to making its workforce more closely reflect the relevant available community workforce to ensure equal opportunity, regardless of race, national origin, or gender.

- The city usually uses the Houston Primary Metropolitan Statistical area data for comparison purposes, but was required to use Houston City data for comparison on this report.
- Note: Houston Fire Department applicants must be eighteen (18) years of age when applying and less than thirty-six (36) years of age before receiving the oath of office
- Note: Houston Police Department applicants must be between the ages of 20 ½ - 44 years of age. (Applicants must be 21 prior to graduating the academy and must not turn 45 prior to graduating the academy.)

The City of Houston Selection Services Division oversees NeoGov, the online applicant tracking system which allows applicants to submit applications directly from any computer with internet access 24 hours a day, 7 days a week. Outlined below are some specific steps that are currently being used and will continue to be used to assist the City of Houston in reaching underutilized categories.

- The Human Resources Department, Client Relations Division (CRD), has worked closely with the city departments to coordinate recruitment activities. By the end of March, they had organized and participated in 675 recruiting events during fiscal year 2014. These activities include, but are not limited to recruiting at colleges, universities such as Rice, Prairie View A&M, Texas A&M, University of Houston, and Texas Southern, community centers, Workforce Solutions, veteran job fairs, high schools, YMCAs, etc.
- The CRD also established mentorship programs at various area high schools such as Sharpstown, Madison, Reagan, Marshall, Jack Yates, and Willowridge High Schools.
- The CRD is additionally using social media in recruitment as an enhancement to traditional recruitment methods.
- The CRD will continue to target conferences that include job fairs in order to recruit females and minorities. Selection Services will distribute information about job placement and career opportunities at these conferences.
- The CRD will continue to attend meetings of professional associations to inform these groups of career opportunities with the City of Houston.
- The CRD will continue to advertise select job announcements in the Houston Chronicle and minority newspapers.
- The CRD will continue to advertise specific job announcements in professional organization newsletters and trade magazines.
- The Human Resources Department'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 educational institutions for future employees.
- The City Human Resources Department (HR) and the Houston Fire Department (HFD) are committed to recruiting a highly qualified and diversified workforce. The two departments have been working jointly and aggressively since 2012 in the following endeavors, and will continue these efforts:

1. They have re-established a classified recruiting leadership team within HFD led by an assistant fire chief to focus exclusively in diversity recruitment. HFD and HR recruiting teams will collaborate at joint job fairs and visit military bases, community events, colleges and high schools.
2. They are seeking partnerships with colleges and universities, fire schools and other organizations with high enrollment of individuals from Houston's underrepresented communities. They have made 14 visits to the schools and participated in their job fairs where they set up recruitment tables and distributed information. They maintain a list of such educational institutions as potential contacts to recruit diverse candidates.
3. To expand outreach to Houston's underrepresented communities to increase diversity in HFD, they have appropriated funds for marketing.
4. They are seeking partnerships with military bases, community centers, churches and cultural event coordinators. They have made 17 visits and participated in their job fairs. They maintain a list of these entities as potential contacts to recruit diverse candidates.
5. They have reviewed the testing and screening process to establish a more diverse eligibility list while continuing to evaluate other best practices in the industry. Texas Local Government Code 143 requires us to administer a firefighter civil service entrance exam. They use the test score and the ranking of a civil service eligibility list in hiring. They plan to purchase a new exam with a study guide, initiate a criterion-related validation study, and work with HFD employee groups to conduct study sessions to prepare candidates for the exam.
6. They have identified barriers to diversity hiring and explored ways to remove them, including replacing the current Physical Ability Test with an alternative job-related Physical Ability Test.
7. They have made 24 visits to Houston Independent School District high schools, HISD is a predominantly minority district and a primary target of their recruitment efforts. In establishing relationships with district officials, they are seeking to create EMT programs on campuses and inform students of HFD's career choices. They will facilitate a potential EMT partnership program among HISD, the Houston Community College System and possibly other EMT educators. The program would allow students to receive dual credit for high school and college work and graduate with a high school diploma and an EMT certificate before attending fire school at a local community college and becoming eligible for HFD jobs within a semester of high school graduation.
8. They are exploring reverting to a 100-mile radius residency requirement to increase minority applicant pools; and creating a tiered point system that promotes hiring with the Houston Primary Metropolitan Statistical Area.
9. They plan to re-launch the Women's Career and Fitness Experience to draw female candidates for HFD and mentor them to pursue a career in fire service and network with local women's college athletic program directors to draw physically fit women.

10. They plan to re-establish HFD's annual open house to provide HFD job information to the community, and to forge partnerships with HFD employee groups to strengthen diversity recruiting.
  11. They plan to launch a new stand-alone recruiting website to increase the HFD presence in the social networking and social media sphere to expand the breadth and depth of the HFD's recruiting efforts. This interactive website allows communication between the recruiting team and prospective candidates.
- According to the data collected for this survey, with the exception of black and Native Indian females, females in general are underrepresented in classified positions of the Houston Police Department. In addition, Asian males are also underrepresented. 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.
    1. In regards to the Asian community, members from the department (including recruiting personnel) attend community meetings in order to encourage the recruitment of members of the Asian community. Representatives of the Recruiting Division have also spoken on Asian radio station programs to reach out to members of this group for recruiting purposes. Going forward, the Recruiting Division will utilize the department's Asian community liaison to explore more effective ways of reach out to the Asian community. Division representatives will also make an effort to be guest speakers at public service programs at Asian market radio stations.
    2. Regarding underrepresentation of females on the Houston Police Department ranks, the Recruiting Division has, and will continue to, be represented at job fairs hosted at women's colleges. Furthermore, the department's various recruiting materials depict female police officers. More specifically, the department currently is advertising for police officers' positions using a large display of a female officer on a bus stop at the University of Houston. The Houston Police Department will continue to explore other means to actively recruit women.
    3. The Houston Police Department's Recruiting Division also 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. Furthermore, representatives from the Recruiting Division attend various public relations events to promote the department as an excellent employer.