

# EEO Utilization Report

## Organization Information

Name: GOVERNOR, TEXAS OFFICE OF THE

City: AUSTIN

State: TX

Zip: 78711-2428

Type: State Government

Thu 10-03-2024 11:47:48 EDT

## Section 1: EEO Policy Statement

### Policy Statement:

The Office of the Governor (OOG) is an equal employment opportunity employer. The equal employment opportunity policies of the OOG reflect the Governor's commitment to having a workforce that reflects the diversity of Texas through and adherence to, and a universal application of, equal employment opportunity law and related policies, both in spirit and intent.

The OOG provides equal employment opportunity in accordance with state and federal law. The agency, therefore, prohibits any unlawful discrimination against applicants or employees because of race, color, religion, sex, national origin, age, disability, veteran status or genetic information. Employment decisions such as recruitment, selection, appointment, evaluation, promotion, training and termination, as well as decisions affecting compensation, terms, conditions, and privileges of employment, are made on the basis of nondiscriminatory factors such as merit, experience, education, demonstrated performance competency, and bona fide occupational qualifications. The Director of Human Resources reviews all employment decisions for equal employment opportunity compliance.

Additionally, supervisors/managers are informed of their responsibility to:

- Recruit, hire, and promote for all positions without regard to race, color, religion, sex, national origin, age, disability, genetic information, or status as a protected veteran.
- Make selection decisions based solely upon lawful, job related, and non-discriminatory criteria.
- Administer fairly, all personnel actions such as compensation, benefits, transfers, and promotions.
- Provide reasonable accommodations in accordance with the Americans with Disabilities Act as Amended in an effort to advance employment for individuals with a disability, including veterans.

All OOG employees are provided training regarding their rights under basic employment laws and information regarding OOG policies and procedures on EEO, sexual harassment prevention, discrimination, and retaliation prohibitions. Per OOG policy, employees receive refresher training annually.

## Section 5: Narrative Interpretation of Data

The Director of Human Resources reviewed the FY 2023 Utilization Analysis, comparing the OOG workforce to the Texas labor market using data provided by the USDOJ OJP EEO Reporting Tool.

1. Employment data for the following categories are represented: Officials/ Administrators, Professionals, Technicians, Administrative Support, and Service/Maintenance
2. There was statistically significant underutilization of Hispanic or Latino males (-13%) in the Officials/Administrators category and Asian males (-4%) and Asian females (-2%) in the Professional category.
3. The agency has seen positive gains in the Technicians category with Black or African American males (9%) and Asian males (12%) higher than the percentage of the state labor market.
4. In comparison to the state labor market, the agency has seen positive gains in the Administrative Support category with females who identify as Two or More Races (19%).

## **Section 6: Objectives and Steps**

### **1. Encourage Hispanic or Latino and Asian applicants to apply for vacancies**

- a. To obtain an applicant pool that reflects the diversity of the state, the Agency developed and implemented a recruitment plan to increase outreach efforts. The plan includes attending job fairs, focused on under-represented populations, including veterans.
- b. The Agency developed a broad network to reach a diverse candidate pool. Notifications of job postings are sent to organizations statewide to promote opportunities. We will continue to broaden our network to include outreach to Hispanic or Latino and Asian organizations. On an annual basis, the Agency will update the organizations list to recruit under-represented communities.
- c. Employment opportunities are posted on Work in Texas, per Texas Statute, as well as the OOG website. The Agency coordinated with numerous Texas universities, including those with significant minority populations, to set up direct posting accounts, so jobs are easily accessible by students & alumni. The Agency also posts to professional association job boards.

## **Section 7: Dissemination Strategy: Internal**

1. An electronic copy of the EEOP Utilization Report is posted on the Agency Intranet, accessed through the Human Resources Division site.
2. A bound copy of the EEOP Utilization Report is available for review in the Human Resources Division Office.
3. A notice is placed on the Around the Agency Intranet Board that a copy of the EEOP Utilization Report is available upon request.

## **Section 7: Dissemination Strategy: External**

1. An electronic copy of the EEOP Utilization Report is posted on the Agency website.
2. Job Announcements for Agency positions include a statement that applicants may view a copy of the EEOP Utilization Report.

**Utilization Analysis Chart**  
**Relevant Labor Market: 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 #/%	20/51%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	16/41%	2/5%	0/0%	0/0%	0/0%	0/0%	1/3%
CLS #/%	652,805/38%	218,555/13%	66,810/4%	2,115/0%	58,420/3%	805/0%	14,100/1%	397,795/23%	162,495/10%	83,975/5%	1,440/0%	32,120/2%	480/0%	11,850/1%
Utilization #/%	13%	-13%	-4%	-0%	-3%	-0%	-1%	18%	-4%	-5%	-0%	-2%	-0%	2%
<b>Professionals</b>														
Workforce #/%	78/33%	19/8%	5/2%	0/0%	4/2%	0/0%	2/1%	64/27%	46/19%	14/6%	0/0%	5/2%	1/0%	1/0%
CLS #/%	633,720/26%	198,370/8%	95,575/4%	2,280/0%	136,490/6%	810/0%	19,540/1%	776,560/32%	294,590/12%	164,180/7%	3,050/0%	109,750/4%	460/0%	22,450/1%
Utilization #/%	7%	-0%	-2%	-0%	-4%	-0%	0%	-5%	7%	-1%	-0%	-2%	0%	-0%
<b>Technicians</b>														
Workforce #/%	6/46%	2/15%	2/15%	0/0%	2/15%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	237,320/24%	240,675/25%	62,235/6%	1,715/0%	28,595/3%	335/0%	7,550/1%	146,695/15%	156,260/16%	63,340/7%	790/0%	21,985/2%	330/0%	5,920/1%
Utilization #/%	22%	-9%	9%	-0%	12%	-0%	-1%	-7%	-16%	-7%	-0%	-2%	-0%	-1%
<b>Protective Services: Sworn</b>														
Workforce #/%	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN
CLS #/%	95,420/37%	64,585/25%	34,670/13%	840/0%	2,465/1%	175/0%	3,095/1%	20,955/8%	16,730/6%	17,905/7%	325/0%	500/0%	10/0%	905/0%
Utilization #/%	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN
<b>Protective Services: Non-sworn</b>														
Workforce #/%	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN
CLS #/%	5,590/26%	3,510/17%	1,810/9%	50/0%	180/1%	25/0%	305/1%	4,695/22%	2,800/13%	1,790/8%	70/0%	175/1%	0/0%	115/1%
Utilization #/%	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN
<b>Administrative Support</b>														
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/60%	1/20%	0/0%	0/0%	0/0%	0/0%	1/20%
CLS #/%	545,420/18%	360,965/12%	121,540/4%	2,615/0%	54,520/2%	710/0%	18,680/1%	846,445/29%	665,280/22%	250,975/8%	4,820/0%	58,925/2%	1,530/0%	27,570/1%

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 #/%	-18%	-12%	-4%	-0%	-2%	-0%	-1%	31%	-2%	-8%	-0%	-2%	-0%	19%
<b>Skilled Craft</b>														
Workforce #/%	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN
CLS #/%	411,180/34%	630,835/52%	61,410/5%	2,985/0%	18,815/2%	480/0%	9,540/1%	24,135/2%	37,175/3%	7,290/1%	200/0%	4,795/0%	100/0%	870/0%
Utilization #/%	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN
<b>Service/Maintenance</b>														
Workforce #/%	2/29%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/43%	1/14%	0/0%	0/0%	0/0%	0/0%
CLS #/%	553,810/17%	957,760/30%	246,010/8%	3,725/0%	48,365/2%	1,505/0%	23,490/1%	400,940/13%	667,340/21%	189,600/6%	3,270/0%	60,790/2%	1,520/0%	16,685/1%
Utilization #/%	11%	-16%	-8%	-0%	-2%	-0%	-1%	-13%	22%	8%	-0%	-2%	-0%	-1%

### 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>					✓							✓		

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.

Certified As Final By: Suzanne Johnson

Director of Administration

10-03-2024

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