

EEO Utilization Report

Organization Information

Name: City Of Belton

City: Belton

State: TX

Zip: 76513

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

The City of Belton is an Equal Employment Opportunity employer. Discrimination against any person in recruitment, examination, appointment, training, promotion, discipline or any other aspect of personnel administration because of political opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, religion, gender, age, disability, sexual orientation, religious affiliation and/or national origin which does not impair the ability to perform the job, is prohibited. Membership or non-membership in any church, society, fraternity, association, union, or other lawful organization will not affect the employees standing with the City, nor will these factors be considered in the selection of new employees. No person shall be discriminated against, or be subject to harassment, because of such affiliation. Any employee who feels discriminated against may file a complaint in accordance with the City's grievance policy (see Section 570).

A copy of the City of Belton Equal Employment Opportunity Plan may be obtained by contacting the Human Resources office or by visiting the City of Belton website.

Step 4b: Narrative of Interpretation

The City of Belton Human Resources department reviewed the Utilization Analysis (comparing the City's workforce to the relevant Bell County labor market provided by the EEO), and noted the following:

The highest level of male minority employee underutilization is in the Black or African American ethnicity for Technicians (-9%), Protective Services Sworn-Officials (-19%), and Service Maintenance (-7%) job categories; as well as Hispanic or Latino ethnicity for Technicians (-7%). In addition, White males are underutilized (-11%) in the Administrative Support job category.

The highest level of female minority employee underutilization for White, Hispanic or Latino, and Black or African American ethnicities is in the job categories of Technicians, Protective Services Sworn Patrol Officers, Protective Services Non-Sworn, and Service Maintenance job categories, ranging from (-7%) to (-32%), depending on the category. In addition, White females are underutilized (-12%) in the Protective Services Sworn-Officials job category.

Our overall workforce is approximately 2/3 Male and 1/3 Female. The City of Belton is reviewing and implementing additional processes to assist in improving our recruitment and retention efforts to increase representation of all underutilized job categories in order to build a diverse, inclusive, and equitable workforce.

Step 5: Objectives and Steps

1. Enhancement of the City of Belton's Recruitment Efforts

- a. Continue to ensure entry level Police and Fire applicants are aware of study guide materials available to them from the test writers for these positions, in an effort to familiarize themselves with the format of civil service exams prior to testing, for the purpose of a higher passing rate. These efforts should help the underutilization of Black and Hispanics for both Male and Female in the area of Protective Service for Sworn Patrol Officers.
- b. Within the last 6 months, the City increased our Lateral Entry placement, for new Police and Fire personnel, from a maximum of 5 years on our current step pay plan, to a maximum of 10 years at the onset of employment.
- c. Currently, we have a hiring incentive program in place for all Civil Service positions, and recently implemented an employee referral program to encourage current employees to refer others for employment. We may also consider increasing our incentive amount, as budget allows.
- d. Allow Police and Fire entry level candidates the opportunity to take the civil service exam as a walk-up, rather than adhere to deadlines placed at the onset of advertisement, as this practice will allow for a larger applicant pool.

2. Community Outreach

- a. Continue our Youth Advisory Commission (YAC) program, which is a group of young leaders in our local high schools who are committed to learning about local government and making an impactful change in their community. These are our future leaders, and our efforts may encourage them to choose a career in municipal government and possibly with our City.
- b. Continue to attend a variety of job fairs, including Universities, Military, Veteran Affairs, Goodwill, and the local Workforce Commission, in order to promote City jobs. We can expand these efforts by contacting our local High Schools, as they may possibly have a career day in which we could participate.
- c. Create an official Internship program to encourage applicants to seek a profession in local government, upon completion of their education. These efforts will target our underutilization of female women in our workforce.
- d. Continue to engage with our local partners, the Work Study Program with our local University, and Texas Workforce Solutions, in our efforts to not only support each other within our community but bring awareness to others for the opportunity to work in local government.

3. Expand Advertisement for Job Vacancies

- a. Continue to advertise on various social media platforms for opening positions, including our City website. Currently, our website has an E-Notify option on our homepage for all potential candidates to elect to be notified, either via text or email, of all positions for which they may be interested.

- b. Expand the City's advertising campaign for job vacancies to include local television and radio stations, unemployment agencies, newspapers, and professional organizations.
- c. Advertise on websites whose job boards are strategically designed to attract a diverse group of applicants to help mitigate our underutilized job categories, such as Diversity.com; Black Career Women's Network; Hispanic Latino Professional Association; HBCU Connect, Women in Government, BlackPoliceJobs.com, among others. These efforts should help with underutilization in all categories where we are underrepresented.

Step 6: Internal Dissemination

The EEO Utilization Report for the City of Belton will be posted on the Human Resources page of our City at www.beltontexas/HR, as well as our internal public drive for all employees to view. In addition, the report will be posted in the lobby of all public buildings.

Upon request, copies of the EEO Utilization Report will be provided by our Human Resources Department.

Step 7: External Dissemination

The EEO Utilization Report for the City of Belton will be posted on the Human Resources page of our City at www.beltontexas/HR. In addition, the report will be posted in the lobby of all public buildings.

Upon request, copies of the EEO Utilization Report will be provided by our Human Resources Department.

Utilization Analysis Chart
Relevant Labor Market: Bell County, 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 #/%	16/67%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/25%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,010/40%	565/5%	605/5%	10/0%	135/1%	0/0%	30/0%	35/0%	3,890/31%	720/6%	905/7%	0/0%	295/2%	0/0%	80/1%	100/1%
Utilization #/%	26%	-0%	-5%	-0%	-1%	0%	-0%	-0%	-6%	-2%	-7%	0%	-2%	0%	-1%	-1%
Professionals																
Workforce #/%	4/22%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/56%	2/11%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,645/28%	820/4%	880/4%	25/0%	290/1%	0/0%	70/0%	0/0%	8,535/42%	1,360/7%	1,865/9%	20/0%	300/1%	75/0%	195/1%	135/1%
Utilization #/%	-6%	1%	-4%	-0%	-1%	0%	-0%	0%	13%	4%	-4%	-0%	-1%	-0%	-1%	-1%
Technicians																
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,075/24%	295/7%	395/9%	45/1%	10/0%	90/2%	10/0%	0/0%	1,385/31%	390/9%	585/13%	0/0%	25/1%	0/0%	50/1%	70/2%
Utilization #/%	42%	-7%	-9%	-1%	-0%	31%	-0%	0%	-31%	-9%	-13%	0%	-1%	0%	-1%	-2%
Protective Services: Sworn-Officials																
Workforce #/%	5/50%	4/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,405/44%	375/12%	620/19%	10/0%	4/0%	0/0%	60/2%	70/2%	380/12%	130/4%	120/4%	0/0%	0/0%	0/0%	10/0%	0/0%
Utilization #/%	6%	28%	-19%	-0%	-0%	0%	-2%	-2%	-12%	-4%	6%	0%	0%	0%	-0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	17/55%	4/13%	5/16%	0/0%	0/0%	0/0%	0/0%	0/0%	3/10%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,725/26%	2,240/16%	1,815/13%	15/0%	80/1%	130/1%	159/1%	30/0%	2,645/18%	1,430/10%	1,605/11%	50/0%	130/1%	60/0%	89/1%	120/1%
Utilization #/%	29%	-3%	3%	-0%	-1%	-1%	-1%	-0%	-9%	-7%	-8%	-0%	-1%	-0%	-1%	-1%
Protective Services: Non-sworn																

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
Workforce #/%	24/83%	4/14%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	80/46%	10/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	55/32%	19/11%	0/0%	0/0%	0/0%	0/0%	10/6%	0/0%
Utilization #/%	37%	8%	0%	0%	0%	0%	0%	0%	-32%	-7%	0%	0%	0%	0%	-6%	0%
Administrative Support																
Workforce #/%	2/7%	1/4%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	17/61%	3/11%	4/14%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,120/18%	1,950/6%	2,340/7%	55/0%	385/1%	40/0%	195/1%	70/0%	12,885/39%	3,705/11%	4,355/13%	55/0%	615/2%	90/0%	300/1%	125/0%
Utilization #/%	-11%	-2%	-3%	-0%	-1%	-0%	-1%	-0%	22%	-0%	1%	-0%	-2%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	22/63%	8/23%	2/6%	0/0%	1/3%	1/3%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,945/58%	2,880/24%	1,040/9%	60/1%	105/1%	4/0%	165/1%	35/0%	290/2%	180/2%	55/0%	10/0%	65/1%	25/0%	20/0%	0/0%
Utilization #/%	4%	-1%	-3%	-1%	2%	3%	-1%	-0%	0%	-2%	-0%	-0%	-1%	-0%	-0%	0%
Service/Maintenance																
Workforce #/%	10/59%	3/18%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,620/24%	5,285/15%	4,505/13%	40/0%	500/1%	245/1%	285/1%	120/0%	6,930/20%	3,665/10%	3,675/10%	115/0%	795/2%	220/1%	390/1%	110/0%
Utilization #/%	35%	3%	-7%	-0%	-1%	-1%	-1%	-0%	-14%	1%	-10%	-0%	-2%	-1%	-1%	-0%

Law Enforcement Category Rank 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
Deputy Chief																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	1/50%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	1/33%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	2/50%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	17/55%	4/13%	5/16%	0/0%	0/0%	0/0%	0/0%	0/0%	3/10%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%

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: Charlotte Walker

Director of Human Resources

02-10-2022

[signature]

[title]

[date]