

# EEO Utilization Report

## Organization Information

Name: CITY OF BELTON

City: BELTON

State: TX

Zip: 76513-0120

Type: County/Municipal Law Enforcement

## **Section 1: EEO Policy Statement**

### **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.

## **Section 5: Narrative Interpretation of Data**

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 female minority employee underutilization for White and Two or More ethnicities is in the job categories of Protective Services Non-Sworn ranging from (Two or More Races - 12%) to (White -26%). This category consists mainly of firefighters. Our last Civil Service exam we only had one female apply. We are increasing our efforts to bring more women into the fire service.

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.

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

### **1. Enhance Recruitment Efforts**

- a. The City of Belton partners with Texas Workforce Commission, Texas Veterans Commission, Texas Commission on Fire Protections, TML, and attend all local job fairs.
- b. The City has adjusted the physical agility test for fire personnel to be more task based in line with current guidelines to be more inclusive.
- c. Engage with the local community to build trust and awareness of firefighting as a viable career option for women. Offer volunteer program, open houses, and ride-along programs to educate and attract potential recruits.

### **2. 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. We post on a military spouse Facebook group for all open positions. This group is primarily made up of the female population.
- b. Expand the City's advertising campaign for job vacancies to include local television and radio stations, unemployment agencies, newspapers, and professional organizations.

### **3. 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.
- e. Utilize the Belton Fire Corp, which is a volunteer program that focuses on Fire Safety and Services. Through this program we can promote female applications in the Fire Service.

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

The EEO Utilization Report for the City of Belton will be posted on the Human Resources page of our City at [www.beltontexas.com/HR](http://www.beltontexas.com/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 EEOP Utilization Report will be provided by our Human Resources Department.

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

The EEOP Utilization Report for the City of Belton will be posted on the Human Resources page of our City at [www.beltontexas.com/HR](http://www.beltontexas.com/HR). In addition, the report will be posted in the lobby of all public buildings.

Upon request, copies of the EEOP 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
<b>Officials/Administrators</b>														
Workforce #/%	11/69%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	3/19%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,840/35%	1,370/10%	1,145/8%	10/0%	300/2%	0/0%	245/2%	3,755/27%	1,030/7%	955/7%	0/0%	100/1%	50/0%	195/1%
Utilization #/%	34%	-4%	-8%	-0%	-2%	0%	-2%	-8%	-1%	-7%	0%	-1%	-0%	-1%
<b>Professionals</b>														
Workforce #/%	9/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/33%	2/11%	1/6%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,150/26%	1,540/6%	1,715/6%	10/0%	780/3%	20/0%	265/1%	10,055/36%	2,200/8%	2,850/10%	4/0%	730/3%	50/0%	405/1%
Utilization #/%	24%	-6%	-6%	-0%	-3%	-0%	-1%	-3%	3%	-5%	-0%	-3%	-0%	-1%
<b>Technicians</b>														
Workforce #/%	3/60%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,010/26%	2,065/18%	1,060/9%	4/0%	180/2%	0/0%	190/2%	2,645/22%	1,180/10%	1,110/9%	20/0%	170/1%	4/0%	145/1%
Utilization #/%	34%	2%	-9%	-0%	-2%	0%	-2%	-2%	-10%	-9%	-0%	-1%	-0%	-1%
<b>Protective Services: Sworn</b>														
Workforce #/%	19/46%	11/27%	5/12%	0/0%	0/0%	0/0%	0/0%	4/10%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,390/40%	455/13%	655/19%	55/2%	10/0%	10/0%	75/2%	415/12%	170/5%	240/7%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	6%	14%	-7%	-2%	-0%	-0%	-2%	-2%	-2%	-4%	0%	0%	0%	0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	20/67%	7/23%	1/3%	0/0%	0/0%	0/0%	1/3%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	75/20%	45/12%	30/8%	0/0%	0/0%	0/0%	10/3%	100/26%	50/13%	25/7%	0/0%	0/0%	0/0%	45/12%
Utilization #/%	47%	11%	-5%	0%	0%	0%	1%	-26%	-10%	-7%	0%	0%	0%	-12%
<b>Administrative Support</b>														
Workforce #/%	5/12%	1/2%	2/5%	0/0%	0/0%	0/0%	0/0%	23/55%	5/12%	4/10%	0/0%	0/0%	1/2%	1/2%
CLS #/%	5,085/16%	2,425/8%	2,115/7%	45/0%	245/1%	4/0%	380/1%	9,935/32%	4,495/14%	5,240/17%	55/0%	520/2%	155/0%	645/2%
Utilization #/%	-4%	-5%	-2%	-0%	-1%	-0%	-1%	23%	-2%	-7%	-0%	-2%	2%	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
<b>Skilled Craft</b>														
Workforce #/%	27/53%	15/29%	3/6%	2/4%	0/0%	2/4%	0/0%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,365/49%	3,855/29%	1,255/10%	50/0%	300/2%	155/1%	220/2%	355/3%	340/3%	50/0%	4/0%	135/1%	0/0%	25/0%
Utilization #/%	4%	0%	-4%	4%	-2%	3%	-2%	-1%	-1%	-0%	-0%	-1%	0%	-0%
<b>Service/Maintenance</b>														
Workforce #/%	7/44%	4/25%	1/6%	0/0%	0/0%	0/0%	0/0%	1/6%	3/19%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,005/22%	6,005/16%	5,105/14%	110/0%	395/1%	110/0%	785/2%	5,380/15%	5,270/14%	3,775/10%	85/0%	810/2%	170/0%	455/1%
Utilization #/%	22%	9%	-8%	-0%	-1%	-0%	-2%	-9%	4%	-10%	-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>Protective Services: Non-sworn</b>								✓							✓

### 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
<b>Police Deputy Chief</b>														
Workforce #/%	0/0%	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%
<b>Police Captain</b>														
Workforce #/%	2/67%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Police Lieutenant</b>														
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%
<b>Police Sergeant</b>														
Workforce #/%	3/60%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>														
Workforce #/%	13/45%	7/24%	4/14%	0/0%	0/0%	0/0%	0/0%	4/14%	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: Megan Odiorne

Director of Human Resources

07-05-2024

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