

# EEOP Short Form



Mon Jan 14 10:14:28 EST 2013

## Step 1: Introductory Information

**Grant Title:** Belton First Responder Technology Upgrade Project **Grant Number:** 2010-DD-BX-0367  
**Grantee Name:** City of Belton **Award Amount:** \$700,000.00  
**Grantee Type:** Local Government Agency  
**Address:** 333 Water Street  
Belton, Texas  
76513  
**Contact Person:** Karen Evans **Telephone #:** 254-933-5807  
**Contact Address:** 100 S. Davis Street  
Belton, Texas  
76513  
**DOJ Grant Manager:** Esmeralda C. Womack **DOJ Telephone #:** 202-353-3450

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**Grant Title:** Bulletproof Vest Partnership **Grant Number:** 2113MC-3  
**Grantee Name:** City of Belton **Award Amount:** \$1,950.00  
**Grantee Type:** Local Government Agency  
**Address:** 333 Water Street  
Belton, Texas  
76513  
**Contact Person:** Karen Evans **Telephone #:** 254-933-5807  
**Contact Address:** 100 S. Davis Street  
Belton, Texas  
76513  
**DOJ Grant Manager:** **DOJ Telephone #:**

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**Grant Title:** K-9 and Law Enforcement Equipment **Grant Number:** 24609-01  
**Grantee Name:** City of Belton **Award Amount:** \$55,280.00  
**Grantee Type:** Local Government Agency  
**Address:** 333 Water Street  
Belton, Texas  
76513  
**Contact Person:** Karen Evans **Telephone #:** 254-933-5807  
**Contact Address:** 100 S. Davis Street  
Belton, Texas  
76513  
**State Granting** Office of the Governor Criminal **Grant Number:** 24609-01

**Agency:** Justice Division  
**Contact Name:** Toni Kanetzky  
**Contact Address:** PO Box 12428  
Austin, Texas  
78711  
**Telephone #:** 512-463-1919

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**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, memberships 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 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.

## **Step 4b: Narrative Underutilization Analysis**

The City's Human Resource Office reviewed the Utilization Analysis (comparing the City's workforce to the Bell County labor market), and noted the following:

1. Black or African American males were underutilized by 14% in the Protective Services: Sworn category.
2. Females were underutilized by 17% in the Protective Services: Sworn category.

In the past two years, the City has hired three minority officers in the Protective Services: Sworn category, two hispanic males and one black female. The City has also hired a hispanic male Fire Chief which is included in the Officials/Administrators category.

These will be our areas of focus; however, the City of Belton welcomes the chance to increase the representation of all minority groups.

## **Step 5 & 6: Objectives and Steps**

### **1. Identify any barriers in recruitment that might deter females or black males from applying for entry-level police officer and firefighter positions.**

- a. The City will survey recent female and black male police and firefighter recruits to determine how they learned about the opportunity to become a City of Belton employee. The City will also inquire as to whether anything in the recruitment process might be changed to encourage more females and black males to become police officers or firefighters. Based on their feedback, the City will reexamine its outreach efforts and develop a revised outreach program prior to the next recruitment cycle.
- b. The City will conduct exit interviews with all employees that voluntarily leave the City. The City will review the comments from black police officers and firefighters. The City will also review the comments from all female police officers and firefighters. Based on this information, the City will review how employment policies may affect the recruitment and retention of black police officers and firefighters as well as female officers. In the past two years, the City has not had any minority police officers or firefighters terminate employment.

### **2. Target females and black males in police and firefighter recruitment campaigns.**

- a. To attract females and black males, the City will send a recruitment team (including a minority officer) to career days and job fairs at local High Schools, Universities, and Ft. Hood. The recruitment team will make presentations that will highlight career opportunities for minorities and the family friendly work environment of the police and fire departments.

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

1. The Human Resource Office will post the EEOP Short Form on the City of Belton's internal computer network that only employees can access.
2. The Human Resource Office will post information regarding how to obtain a copy of the EEOP Short Form on bulletin boards in employee break areas.
3. The Human Resource Office will post the EEOP Short Form on the bulletin board in the reception area of the City Finance & Utilities Building.
4. The Human Resource Office will include a written notice in the Personnel Manual explaining how employees may obtain a copy of the EEOP Short Form.
5. Within 30 days of receiving the Justice Department's approval of the City's EEOP Short Form, the Human Resource

Office will send an e-mail and a hard copy memorandum to all employees and city council members to inform them that they may obtain a copy of the City's EEOP Short Form on request.

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

1. The City's Human Resource Office will include a written statement in all job announcements and other communications with prospective employees to notify them that they may obtain a copy of the EEOP Short Form on request.
2. The Human Resource Office will post on its public website a PDF file of the EEOP Short Form that any user may access and download.
3. The Human Resource Office will send two bound copies of the EEOP Short Form to the Lena Armstrong Public Library to be placed on display in the periodical reading room.

**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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Officials/Administrators</b>														
Workforce #/%	8/42%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	8/42%	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,825/44%	440/4%	510/5%	45/0%	90/1%	10/0%	20/0%	3,555/33%	480/4%	690/6%	35/0%	145/1%	20/0%	20/0%
Utilization #/%	-2%	1%	-5%	-0%	-1%	-0%	-0%	9%	6%	-6%	-0%	-1%	-0%	-0%
<b>Professionals</b>														
Workforce #/%	2/40%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,935/31%	500/3%	740/5%	15/0%	185/1%	30/0%	45/0%	7,265/45%	825/5%	1,155/7%	55/0%	230/1%	10/0%	75/0%
Utilization #/%	9%	17%	-5%	-0%	-1%	-0%	-0%	-5%	-5%	-7%	-0%	-1%	-0%	-0%
<b>Technicians</b>														
Workforce #/%	5/100%	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%
CLS #/%	905/30%	75/3%	235/8%	15/1%	15/1%	0/0%	0/0%	1,115/37%	195/7%	340/11%	0/0%	55/2%	20/1%	10/0%
Utilization #/%	70%	-3%	-8%	-1%	-1%	0%	0%	-37%	-7%	-11%	0%	-2%	-1%	-0%
<b>Protective Services: Sworn</b>														
Workforce #/%	46/77%	8/13%	2/3%	0/0%	0/0%	0/0%	0/0%	3/5%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,245/47%	250/9%	460/17%	0/0%	10/0%	35/1%	20/1%	290/11%	80/3%	240/9%	0/0%	20/1%	0/0%	0/0%
Utilization #/%	30%	4%	-14%	0%	-0%	-1%	-1%	-6%	-3%	-7%	0%	-1%	0%	0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	25/19%	4/3%	15/11%	0/0%	0/0%	0/0%	0/0%	35/26%	10/8%	40/30%	0/0%	4/3%	0/0%	0/0%
Utilization #/%	-19%	47%	-11%	0%	0%	0%	0%	24%	-8%	-30%	0%	-3%	0%	0%
<b>Administrative Support</b>														
Workforce #/%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	18/72%	5/20%	1/4%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,005/16%	1,190/5%	1,470/6%	40/0%	90/0%	120/0%	70/0%	10,830/44%	2,615/11%	3,425/14%	165/1%	415/2%	125/1%	215/1%
Utilization #/%	-16%	-1%	-6%	-0%	-0%	-0%	-0%	28%	9%	-10%	-1%	-2%	-1%	-1%
<b>Skilled Craft</b>														
Workforce #/%	15/62%	7/29%	2/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
CLS #/%	6,290/63%	1,650/17%	915/9%	45/0%	135/1%	15/0%	45/0%	425/4%	165/2%	130/1%	4/0%	115/1%	0/0%	10/0%
Utilization #/%	-1%	13%	-1%	-0%	-1%	-0%	-0%	-4%	-2%	-1%	-0%	-1%	0%	-0%
<b>Service/Maintenance</b>														
Workforce #/%	7/58%	0/0%	3/25%	0/0%	0/0%	0/0%	0/0%	1/8%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,740/28%	3,370/12%	3,330/12%	50/0%	295/1%	135/0%	75/0%	5,990/22%	2,620/10%	2,840/10%	70/0%	580/2%	45/0%	185/1%
Utilization #/%	30%	-12%	13%	-0%	-1%	-0%	-0%	-14%	-1%	-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	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Protective Services: Sworn</b>			✓											

