

Texas Department of Public Safety

Equal Employment Opportunity Statement and Department Recruitment Plan

Statement of Commitment

As an employer, the Texas Department of Public Safety welcomes the opportunity to affirm our continuing policy to provide equal employment and advancement opportunities to all people, without regard to race, national origin, gender, religion, age, disability or color. The Department is dedicated to establishing a work environment that is free from discrimination.

Through dedicated recruitment efforts, the Department strives to mirror Texas' available workforce in all equal employment opportunity (EEO) categories.

Equal Employment Opportunity

It is the policy of the Department that all employees and applicants for employment are guaranteed equal employment opportunity. Essentially, this means that we will not discriminate against any worker or job applicant on the basis of race, color, religion, gender, age, national origin, or disability.

Recruitment, selection, placement, transfer, promotion, reinstatement, training and education, tuition assistance, compensation and layoff decisions made by the Department will be based upon the job-related criteria only. Employees who apply for promotions or transfers will be given equal consideration.

It is our policy that supervisors and managers shall be made aware that they must use only objective, job-related criteria when selecting workers for any employment-related action, including hiring, training, promotions and terminations. They shall receive initial training and periodic refresher courses in administering the Department's equal employment opportunity policy.

All DPS employees will be provided initial training regarding their rights under basic employment laws and information regarding the Department's policies and procedures in regard to equal employment opportunity, sexual harassment prevention and discrimination and retaliation prohibitions. All employees will receive refresher training every two years as required by §21.010 of the Texas Labor Code.

All other personnel policies and practices of the Department, including compensation, discipline, safety and health programs, and any other employment activity not specifically mentioned, will be administered and conducted without regard to an individual's race, color, religion, gender, age, national origin or disability.

To the extent possible, reasonable accommodation shall be made for religious needs and for individuals with disabilities.

As an employer, we will continually review our personnel practices and procedures to ensure that all supervisors and managers are adhering to our commitment to Equal Employment Opportunity principles, but our commitment extends beyond current practice and procedure. The Department will exercise good faith efforts to provide hiring and promotional opportunities for members of target groups, including minorities and women, persons with disabilities and veterans by developing, maintaining, and promoting a Recruitment Plan.

Recruitment Plan

The foundation of the agency's recruitment plan is one that will ensure the fullest participation of all covered classes. The Department will achieve this through a focused community outreach program that includes the utilization of non-traditional recruiting sources.

The Recruiting Coordinator and other Human Resources Bureau staff charged with recruiting or related duties will work with the EEO Officer to ensure that job announcements are made available to a wide range of recruiting sources. Supervisors who wish to post job announcements will be encouraged to publish them with closing dates so that there is ample time for the announcements to be distributed to recruitment sources targeting African American, Hispanic American, female, and other minority groups. Notices of vacancies will be posted in accordance with State of Texas posting rules.

Regional Recruiting Coordinators

Regional Commanders will be responsible for commissioned personnel recruiting activities and applicant screening in their respective regions. The Regional Commanders will assign an officer of sufficient rank to perform the additional duty of a Regional Recruiting Coordinator. The Regional Recruiting Coordinators will supervise the day-to-day recruiting and applicant screening activities within the regions. The assigned Coordinator will coordinate recruiting activities, ensure that recruiting efforts are consistent with those of the agency as a whole, supervise and schedule work activities of local Department Recruiters assigned to the region, and assist with recruiting campaigns.

Recruiting Efforts

Recruiting methods for all positions will include, but will not be limited to the following:

- Participation in career days and job fairs.
- Notification to community organizations and education/training facilities as employment opportunities are available.
- Participation in school activities that help promote careers within the Department.

- Employee involvement in community activities that promote the Department and foster a positive image for DPS.
- Continual expansion and updating of the list of recruiting sources, including appropriate points of contact. (Emphasis will be placed on sources providing referral services to females and minorities.)
- Placement of advertisements in publications whose readership includes a high percentage of the under-represented target groups.

When recruiting for commissioned positions, the following additional actions will be taken:

- Before each scheduled Recruit School, the Recruiting Coordinator will review the workforce utilization analysis to determine which groups are under-represented in the *Protective Services* category.
- The Recruiting Coordinator and Regional Recruiters will determine a plan of action to target specific under-represented groups.
- Recruiting efforts for Trooper-Trainees will include placing public service announcements with television and radio stations across the State as budget allows; talking to community groups; contacting schools with high minority and/or female enrollments and other options as determined by the Recruiting Coordinator, the Regional Recruiters, the EEO Officer or the Department.

Statistically Under-represented Groups

In determining statistically under-represented EEO groups, the Department uses the Equal Employment Opportunity Commission's (EEOC) Rule of 80. Using this rule, an under-represented group is considered statistically significant when the percentage of representation within the Department's workforce is below 80% of that in the civilian workforce.

Using statistical data of the Department's workforce as of 8/31/05, we have determined that the following EEO categories are under-represented when compared to the civilian workforce. The percentages listed represent the percentage increase that must be accomplished to bring the targeted groups within EEOC's Rule of 80.

- African Americans: Protective Services - 3.42%
- Hispanic Americans: Officials/Administrators – 6.01%
- Females: Protective Services – 10.35%

Continued Review of Agency Statistics

At the beginning of each fiscal year, the EEO Officer and the Recruiting Coordinator will review workforce statistics to determine the Department's under-represented EEO categories and to assess the effectiveness of targeted efforts during the previous fiscal year. Adjustments will be made to the plan, as needed, to ensure that appropriate effort is made to address the under-represented categories.

EEO Categories

The following are positions included in the EEO categories:

<i>Officials/Administration</i>	bureau managers, commanders, special section heads, chiefs and directors
<i>Professionals</i>	lieutenants, captains, attorneys, criminalists, program specialists, assistant bureau managers, database administrators, programmers (V-VI), network specialists, auditors and accountants
<i>Technicians</i>	sergeants, police communications operators, latent print technicians, commercial vehicle enforcement inspectors, automated data processing equipment operators, system support specialists, programmers (I-IV), graphic designers and crime scene photographers
<i>Protective Services</i>	first-line commissioned peace officers and security workers
<i>Para-Professionals</i>	driver license technicians, driver license examiners, paralegals, legal secretaries and fingerprint technicians (I-III)
<i>Administrative Support</i>	clerks, secretaries, word-processing operators, data entry operators and records technicians
<i>Skilled Craft</i>	print shop workers, field and headquarters building maintenance, and fleet shop workers
<i>Service/Maintenance</i>	custodians, groundskeepers and cafeteria workers

Equal Employment Opportunity Statement and Recruitment Plan Communication

The Equal Employment Opportunity Policy Statement and the Department Recruitment Plan shall be communicated to all supervisors and managers. It shall also be posted conspicuously in areas where applicants are typically screened, interviewed and tested. It will be included on the Department's website. The intent of this communication of the Policy Statement is to ensure that all of the Department's employees are aware of the Department's efforts pertaining to equal employment opportunity and job applicants are informed of our commitment.

To further emphasize the Department's commitment to this policy, the statement "Equal Opportunity Employer" shall be utilized in recruitment advertisements and literature.

EEO Complaint Handling Procedures

It is the Department's policy to regularly inform employees about the complaint process that is available for handling complaints of discrimination or other EEO-related problems. Any DPS employee who has equal employment opportunity-related questions, problems or complaints may communicate his/her concern to the immediate supervisor, any supervisor in the chains of command, any supervisor within the Department, the Employee Relations Officer, or the Equal Employment Opportunity Officer. All complaints will be handled fairly and expediently. It is the Department's policy that no employee shall suffer reprisal for seeking resolution of a problem through this procedure.

Approved:

Lester Mills, Assistant Chief, Staff Support Service

Burton Christian, Chief, Administration

David McEathron, Assistant Director

Thomas A. Davis, Jr., Director

DPS Workforce Utilization Comparison

8/31/05

Blue shade= under-represented category

Job Categories	Totals	Caucasian American #	Caucasian American %	African American #	African American %	Hispanic American #	Hispanic American %	Female #	Female %	Male #	Male %
DPS Totals	7863	4922	62.60%	947	12.04%	1994	25.36%	3154	40.11%	4709	59.89%
Civilian Wkforce Totals	12636	8497	67.24%	1130	8.94%	3011	23.83%	6966	55.13%	5581	44.17%
DPS Officials/Administrators (A)	49	43	87.76%	3	6.12%	3	6.12%	21	42.86%	28	57.14%
CWF Officials/Administrators	1636	1273	77.81%	115	7.03%	248	15.16%	634	38.75%	803	49.08%
Percentage Difference DPS to CWF			9.94%		-0.91%		-9.04%		4.10%		8.06%
DPS Professional (P)	801	635	79.28%	65	8.11%	101	12.61%	386	48.19%	415	51.81%
CWF Professional	1615	1256	77.77%	127	7.86%	232	14.37%	818	50.65%	686	42.48%
Percentage Difference DPS to CWF			1.51%		0.25%		-1.76%		-2.46%		9.33%
DPS Technician (T)	1396	828	59.31%	121	8.67%	447	32.02%	909	65.11%	487	34.89%
CWF Technician	401	280	69.83%	42	10.47%	79	19.70%	166	41.40%	184	45.89%
Percentage Difference DPS to CWF			-10.51%		-1.81%		12.32%		23.72%		-11.00%
DPS Administrative Support (C)	1018	599	58.84%	165	16.21%	254	24.95%	869	85.36%	149	14.64%
CWF Administrative Support	3198	2139	66.89%	317	9.91%	742	23.20%	1582	49.47%	992	31.02%
Percentage Difference DPS to CWF			-8.04%		6.30%		1.75%		35.90%		-16.38%
DPS Skilled Craft Worker (S)	77	43	55.84%	14	18.18%	20	25.97%	3	3.90%	74	96.10%
CWF Skilled Craft Worker	1392	1036	74.43%	80	5.75%	276	19.83%	81	5.82%	1076	77.30%
Percentage Difference DPS to CWF			-18.58%		12.43%		6.15%		-1.92%		18.81%
DPS Service and Maintenance (M)	154	60	38.96%	41	26.62%	53	34.42%	45	29.22%	109	70.78%
CWF Service and Maintenance	4396	2513	57.17%	449	10.21%	1434	32.62%	1223	27.82%	1840	41.86%
Percentage Difference DPS to CWF			-18.20%		16.41%		1.80%		1.40%		28.92%
DPS Protective Services (R)	3618	2325	64.26%	398	11.00%	895	24.74%	250	6.91%	3368	93.09%
CWF Protective Services	0	0	58.80%	0	18.02%	0	22.09%	0	21.57%	0	78.43%
Percentage Difference DPS to CWF			5.46%		-7.02%		2.65%		-14.66%		14.66%
DPS Para-Professional	750	389	51.87%	140	18.67%	221	29.47%	671	89.47%	79	10.53%
CWF Para-Professional	0	0	47.16%	0	17.86%	0	31.78%	0	55.61%	0	44.39%
Percentage Difference DPS to CWF			4.71%		0.81%		-2.31%		33.86%		-33.86%

Percentage of Under-Representation Using Rule of 80

Hispanic Officials/Administrators 6.01%
 African American Protective Services 3.42%

Female Protective Services 10.35%

The EEOC's rule of 80 is used to determine under-representation. Under-representation is considered statistically significant if the percent utilization in the state agency's workforce is below 80% of that in the civilian workforce.