



## **EQUAL EMPLOYMENT OPPORTUNITY PLAN**

**2011-2012**

# **STEP 1**

## **Introductory Information**

# **Texas Department of Public Safety**

## **Equal Employment Opportunity Plan**

### **Step 1**

Grantee Name: Texas Department of Public Safety  
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Date/effective/duration: Sept. 1, 2011 - Sept 31, 2012

### **POLICY STATEMENT:**

It is the policy of the Texas Department of Public Safety to foster an environment of equal employment opportunity by recruiting, hiring, and retaining highly qualified individuals without regard to race, color, religion, national origin, sex, age, or disability to protect and serve Texas. This policy extends to every facet of employment.

**STEP 2**  
**Department of Public Safety**  
**EEO Workforce Breakdown**

## DPS EEO REPORT

July 2011

	WM	BM	HM	AM	IM	WF	BF	HF	AF	IF	TOTAL	% BLACK	% HISPANIC	% FEMALE
OFFICIALS/ADMINISTRATORS	62	7	16	1	1	23	3	5	0	0	118	8%	18%	26%
PROFESSIONALS	585	63	191	20	10	550	112	156	29	10	1726	10%	20%	50%
TECHNICIANS	385	49	265	7	4	556	117	346	17	5	1751	9%	35%	59%
PROTECTIVE	1745	271	784	26	27	91	32	66	1	2	3045	10%	28%	6%
PARA-PROFESSIONALS	71	25	43	5	0	299	146	205	14	5	813	21%	31%	82%
ADMINISTRATIVE SUPPORT	56	21	37	1	0	235	101	132	13	3	599	20%	28%	81%
SKILLED/CRAFT	42	9	29	2	0	1	1	1	0	0	85	12%	35%	4%
SERVICE/MAINTENANCE	32	43	55	1	1	11	19	25	2	1	190	33%	42%	31%
<b>TOTAL</b>	<b>2978</b>	<b>488</b>	<b>1420</b>	<b>63</b>	<b>43</b>	<b>1766</b>	<b>531</b>	<b>936</b>	<b>76</b>	<b>26</b>	<b>8327</b>	<b>12%</b>	<b>28%</b>	<b>40%</b>
PART TIME EMPLOYEES														
	WM	BM	HM	AM	IM	WF	BF	HF	AF	IF	TOTAL			
OFFICIALS/ADMINISTRATORS	0	0	0	0	0	0	0	0	0	0	0			
PROFESSIONALS	3	0	0	0	0	0	6	1	0	1	0			11
TECHNICIANS	0	0	0	0	0	0	0	0	1	0	0			1
PROTECTIVE	0	0	0	0	0	0	0	0	0	0	0			0
PARA-PROFESSIONALS	0	0	0	0	0	5	1	1	0	0	7			7
ADMINISTRATIVE SUPPORT	0	0	0	0	0	1	1	1	1	0	4			4
SKILLED/CRAFT	0	0	0	0	0	0	0	0	0	0	0			0
SERVICE/MAINTENANCE	11	22	17	0	1	2	8	7	2	1	71			71
<b>TOTAL</b>	<b>14</b>	<b>22</b>	<b>17</b>	<b>0</b>	<b>1</b>	<b>14</b>	<b>11</b>	<b>10</b>	<b>4</b>	<b>1</b>	<b>94</b>			

**STEP 2**  
**Department of Public Safety**  
**Workforce Breakdown**

# DPS Pocket Report

## Information Received by Human Resources Bureau for May 2011 Ethnic Composition

	W/M	B/M	H/M	A/M	I/M	W/F	B/F	H/F	A/F	I/F	Total Blacks	Total Hisp	Total Female	Total White	Total Minority	Total Employees
<b>ADMINISTRATION</b>																
Comm	17	3	7	0	1	3	0	5	0	0	3	12	8	55.56%	44.44%	36
Non-Comm	92	50	54	2	1	73	31	39	3	0	81	93	146	47.83%	52.17%	345
Recruit	29	2	7	0	0	5	0	0	0	0	2	7	5	79.07%	20.93%	43
<b>TOTAL</b>	<b>138</b>	<b>55</b>	<b>68</b>	<b>2</b>	<b>2</b>	<b>81</b>	<b>31</b>	<b>44</b>	<b>3</b>	<b>0</b>	<b>86</b>	<b>112</b>	<b>159</b>	<b>51.65%</b>	<b>48.35%</b>	<b>424</b>
<b>CHIEF OF STAFF</b>																
Comm	22	3	12	1	0	2	0	0	0	0	3	12	2	60.00%	40.00%	40
Non-Comm	13	1	2	0	1	22	4	7	0	1	5	9	34	68.63%	31.37%	51
<b>TOTAL</b>	<b>35</b>	<b>4</b>	<b>14</b>	<b>1</b>	<b>1</b>	<b>24</b>	<b>4</b>	<b>7</b>	<b>0</b>	<b>1</b>	<b>8</b>	<b>21</b>	<b>36</b>	<b>64.84%</b>	<b>35.16%</b>	<b>91</b>
<b>COMMISSION SPECIAL STAFF</b>																
Comm	14	1	4	0	2	1	0	1	0	1	1	5	3	62.50%	37.50%	24
Non-Comm	7	0	2	1	0	10	2	2	0	0	2	4	14	70.83%	29.17%	24
<b>TOTAL</b>	<b>21</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>11</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>9</b>	<b>17</b>	<b>66.67%</b>	<b>33.33%</b>	<b>48</b>
<b>CRIMINAL INVESTIGATIONS</b>																
Comm	308	42	141	5	5	19	8	13	0	1	50	154	41	60.33%	39.67%	542
Non-Comm	3	0	2	0	0	67	5	49	0	0	5	51	121	55.56%	44.44%	126
<b>TOTAL</b>	<b>311</b>	<b>42</b>	<b>143</b>	<b>5</b>	<b>5</b>	<b>86</b>	<b>13</b>	<b>62</b>	<b>0</b>	<b>1</b>	<b>55</b>	<b>205</b>	<b>162</b>	<b>59.43%</b>	<b>40.57%</b>	<b>668</b>
<b>DEPUTY DIRECTOR'S SPECIAL STAFF - LAW ENFORCEMENT</b>																
Comm	93	18	37	2	4	2	3	9	0	0	21	46	14	56.55%	43.45%	168
Non-Comm	35	9	17	0	1	24	13	11	0	2	22	28	50	52.68%	47.32%	112
<b>TOTAL</b>	<b>128</b>	<b>27</b>	<b>54</b>	<b>2</b>	<b>5</b>	<b>26</b>	<b>16</b>	<b>20</b>	<b>0</b>	<b>2</b>	<b>43</b>	<b>74</b>	<b>64</b>	<b>56.00%</b>	<b>45.00%</b>	<b>280</b>
<b>DIRECTOR SPECIAL STAFF</b>																
Comm	1	0	0	0	0	0	0	1	0	0	0	1	1	50.00%	50.00%	2
Non-Comm	21	2	3	3	0	52	12	12	2	0	14	15	78	68.22%	31.78%	107
<b>TOTAL</b>	<b>22</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>52</b>	<b>12</b>	<b>13</b>	<b>2</b>	<b>0</b>	<b>14</b>	<b>16</b>	<b>79</b>	<b>67.89%</b>	<b>32.11%</b>	<b>109</b>
<b>DRIVER LICENSE</b>																
Comm	1	0	2	1	0	0	0	0	0	0	0	2	0	25.00%	75.00%	4
Non-Comm	87	31	65	5	0	560	248	380	26	8	279	445	1,222	45.89%	54.11%	1,410

# DPS Pocket Report

## Information Received by Human Resources Bureau for May 2011 Ethnic Composition

	W/M	B/M	H/M	A/M	I/M	W/F	B/F	H/F	A/F	I/F	Total Blacks	Total Hisp	Total Female	Total White	Total Minority	Total Employees
<b>TOTAL</b>	88	31	67	6	0	560	248	380	26	8	279	447	1,222	45.83%	54.17%	1,414
<b>FINANCE</b>																
Comm	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0
Non-Comm	8	4	7	1	0	58	20	19	3	0	24	26	100	55.00%	45.00%	120
<b>TOTAL</b>	8	4	7	1	0	58	20	19	3	0	24	26	100	55.00%	45.00%	120
<b>INFORMATION TECHNOLOGY</b>																
Comm	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0
Non-Comm	120	17	32	6	3	65	23	22	11	2	40	54	123	61.46%	38.54%	301
<b>TOTAL</b>	120	17	32	6	3	65	23	22	11	2	40	54	123	61.46%	38.54%	301
<b>INTELLIGENCE AND COUNTER TERRORISM</b>																
Comm	17	1	11	0	0	3	1	1	0	0	2	12	5	58.82%	41.18%	34
Non-Comm	30	0	15	2	0	64	5	19	2	0	5	34	90	68.61%	31.39%	137
<b>TOTAL</b>	47	1	26	2	0	67	6	20	2	0	7	46	95	66.67%	33.33%	171
<b>LAW ENFORCEMENT SUPPORT</b>																
Comm	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0
Non-Comm	214	22	83	3	3	344	56	118	18	2	78	201	538	64.66%	35.34%	863
<b>TOTAL</b>	214	22	83	3	3	344	56	118	18	2	78	201	538	64.66%	35.34%	863
<b>REGULATORY SERVICES DIVISION</b>																
Comm	24	19	12	2	1	4	1	0	0	0	20	12	5	44.44%	55.56%	63
Non-Comm	93	18	18	4	0	102	37	36	4	3	55	54	182	61.90%	38.10%	315
<b>TOTAL</b>	117	37	30	6	1	106	38	36	4	3	75	66	187	58.99%	41.01%	378
<b>TEXAS DIVISION OF EMERGENCY MANAGEMENT</b>																
Comm	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0
Non-Comm	67	8	15	2	0	58	17	8	1	2	25	23	86	70.22%	29.78%	178
<b>TOTAL</b>	67	8	15	2	0	58	17	8	1	2	25	23	86	70.22%	29.78%	178
<b>TEXAS HIGHWAY PATROL</b>																
Comm	1,414	209	623	17	20	53	17	42	1	0	226	665	113	61.23%	38.77%	2,396
Non-Comm	116	20	220	2	1	171	23	134	1	4	43	354	333	41.47%	58.53%	692

## DPS Pocket Report

### Information Received by Human Resources Bureau for May 2011 Ethnic Composition

	W/M	B/M	H/M	A/M	I/M	W/F	B/F	H/F	A/F	I/F	Total Blacks	Total Hisp	Total Female	Total White	Total Minority	Total Employees
<b>TOTAL</b>	1,530	229	843	19	21	224	40	176	2	4	269	1,019	446	56.80%	43.20%	3,088
<b>TEXAS RANGERS</b>																
Comm	123	8	26	0	0	2	0	1	0	0	8	27	3	78.13%	21.88%	160
Non-Comm	7	1	2	0	0	22	0	6	0	0	1	8	28	76.32%	23.68%	38
<b>TOTAL</b>	130	9	28	0	0	24	0	7	0	0	9	35	31	77.78%	22.22%	198
TOTAL COMM	2,034	304	875	28	33	89	30	73	1	2	334	948	195	61.20%	38.80%	3,469
TOTAL NON-COMM *	942	185	544	31	10	1,697	496	862	71	24	681	1,406	3,150	54.76%	46.13%	4,862
GRAND TOTAL **	2,976	489	1,419	59	43	1,786	526	935	72	26	1,015	2,354	3,345	57.16%	42.84%	8,331
PERCENTAGE	35.72%	5.87%	17.03%	0.71%	0.52%	21.44%	6.31%	11.22%	0.86%	0.31%	12.18%	28.26%	40.15%	57.16%	42.84%	100.00%

\* TOTAL NON-COMM includes Recruits

\*\* 0 records were ignored due to missing data

**STEP 3**  
**Community Labor Statistics**  
**(U.S. Census Bureau)**

**Table 1**  
**Statewide Civilian Workforce Composition**  
Texas Labor Code § 21.0035

Job Categories	Statewide Civilian Workforce									
	Caucasian American #	Caucasian American %	African American #	African American %	Hispanic American #	Hispanic American %	Female #	Female %	Male #	Male %
<b>Totals</b>	<b>5,633,926</b>	<b>53.36%</b>	<b>1,190,749</b>	<b>11.28%</b>	<b>3,733,017</b>	<b>35.36%</b>	<b>5,091,548</b>	<b>45.41%</b>	<b>6,120,063</b>	<b>54.59%</b>
Officials, Administration (A)	1,014,163	71.4%	106,634	7.5%	299,521	21.1%	590,110	37.5%	982,270	62.5%
Professional (P)	1,251,292	71.4%	170,711	9.7%	329,852	18.8%	1,067,188	53.3%	936,370	46.7%
Technical (T)	142,617	58.9%	33,731	13.9%	65,591	27.1%	142,563	53.9%	121,789	46.1%
Administrative Support (C)	1,487,289	55.3%	342,129	12.7%	857,995	31.9%	1,905,766	67.1%	933,310	32.9%
Skilled Craft Worker (S)	568,769	47.1%	79,794	6.6%	559,232	46.3%	73,318	6.0%	1,145,063	94.0%
Service and Maintenance (M)*	1,169,796	36.0%	457,730	14.1%	1,620,826	49.9%	1,259,140	39.1%	1,957,196	60.9%

**Source:** The data in this chart was extrapolated from 2009 American Community Survey (ACS) for Texas from the U.S. Census Bureau.

\* Protective Services ( R ) and Para-Professionals ( Q ) categories are combined with the Service and Maintenance ( M ) category for this report. Prior to 2005, these categories were reported as separate groups; and once again these job categories are not contained in the Bureau of Labor Statistics, Geographic Profile of Employment and Unemployment, 2004.

Professional ( P ) category includes occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Skilled Craft Worker ( S ) category includes manual workers of relatively high skill having a thorough and comprehensive knowledge of the processes involved in their work. Officials and Administration (A) category includes occupations requiring administrative and managerial personnel who set policies and direct individual departments. Technical (T) category includes occupations requiring a combination of basic scientific knowledge and manual skill. Administrative Support (C) category includes all clerical-type work regardless of level of difficulty. Service and Maintenance (M) category includes occupations which workers perform duties which result in or contribute to comfort, convenience, hygiene or safety of the general public.

Note: Items may not add to totals or compute to displayed percentages due to rounding. Detail for Race and Hispanic-origin groups will not add to totals because data for the "other races" group are not presented and Hispanics are included in both the Caucasian and African American categories.

**Table 2**  
**State Agencies Workforce Composition**  
**Fiscal Year 2010**

Job Categories	State Agency Workforce Composition										
	Total Employees	Caucasian American #	Caucasian American %	African American #	African American %	Hispanic American #	Hispanic American %	Female #	Female %	Male #	Male %
<i>Totals</i>	349,708	186,586	53.35%	59,767	17.09%	71,753	20.52%	197,395	56.45%	152,313	43.55%
Officials, Administration (A)	16,290	11,472	70.42%	1,685	10.34%	2,199	13.50%	8,244	50.61%	8,046	49.39%
Professional (P)	155,810	92,417	59.31%	17,566	11.27%	24,407	15.66%	87,098	55.90%	68,712	44.10%
Technical (T)	33,965	16,643	49.00%	4,889	14.39%	7,355	21.65%	18,253	53.74%	15,712	46.26%
Administrative Support (C)	40,941	19,602	47.88%	7,840	19.15%	11,781	28.78%	35,914	87.72%	5,027	12.28%
Skilled Craft Worker (S)	10,525	6,824	64.84%	822	7.81%	2,577	24.48%	514	4.88%	10,011	95.12%
Service and Maintenance (M)*	92,177	39,628	42.99%	26,965	29.25%	23,434	25.42%	47,372	51.39%	44,805	48.61%

**STEP 4A**  
**Texas Department of Public Safety**  
**Utilization Analysis**

DPS Utilization Report												
Occupational Category		Total	Male (1)					Female (1)				
			White	Hispanic	Black	Asian	AI/AN	White	Hispanic	Black	Asian	AI/AN
Occupational Category Officials, Administration (A)	Workforce	1,783,360										
		100.0%	47.5%	9.1%	3.5%	2.0%	0.5%	26.1%	6.3%	3.7%	1.0%	0.3%
	DPS (2)	118	62	16	7	1	1	23	5	3	0	0
	Utilization	100.0%	52.5%	13.6%	5.9%	0.8%	0.8%	19.5%	4.2%	2.5%	0.0%	0.0%
			-5.0%	-4.4%	-2.4%	1.1%	-0.4%	6.6%	2.1%	1.1%	1.0%	0.3%
Professional (P)	Workforce	2,191,778										
		100.0%	34.2%	5.7%	3.3%	3.2%	0.4%	37.1%	7.7%	5.6%	2.3%	0.5%
	DPS (2)	2,546	659	234	32	25	10	860	362	260	43	13
	Utilization	98.1%	25.9%	9.2%	1.3%	1.0%	0.4%	33.8%	14.2%	10.2%	1.7%	0.5%
			8.3%	-3.5%	2.0%	2.3%	0.0%	3.3%	-6.5%	-4.6%	0.6%	-0.1%
Technical (T)	Workforce	301,452										
		100.0%	29.9%	9.7%	4.2%	1.9%	0.5%	31.8%	10.5%	9.0%	2.0%	0.5%
	DPS (2)	1,752	385	265	49	7	4	556	347	117	17	5
	Utilization	100.0%	22.0%	15.1%	2.8%	0.4%	0.2%	31.7%	19.8%	6.7%	1.0%	0.3%
			7.9%	-5.4%	1.4%	1.5%	0.3%	0.1%	-9.3%	2.3%	1.0%	0.3%
Administrative Support	Workforce	2,853,181										
		100.0%	19.9%	8.1%	3.8%	1.0%	0.3%	40.0%	16.5%	8.6%	1.4%	0.6%
	DPS (2)	603	56	37	21	1	0	236	133	102	14	3
	Utilization	100.0%	9.3%	6.1%	3.5%	0.2%	0.0%	39.1%	22.1%	16.9%	2.3%	0.5%
			10.6%	1.9%	0.3%	0.8%	0.3%	0.8%	-5.6%	-8.3%	-1.0%	0.1%
Skilled Craft Worker (5)	Workforce	1,296,575										
		100.0%	50.2%	35.4%	6.1%	1.3%	0.9%	3.0%	1.8%	0.7%	0.5%	0.1%
	DPS (2)	85	42	29	9	2	0	1	1	1	0	0
	Utilization	100.0%	49.4%	34.1%	10.6%	2.4%	0.0%	1.2%	1.2%	1.2%	0.0%	0.0%
			0.8%	1.3%	-4.4%	-1.0%	0.9%	1.8%	0.6%	-0.4%	0.5%	0.1%
Service and Maintenance (M) (3)	Workforce	3,637,512										
		99.8%	25.8%	25.5%	8.0%	1.2%	0.3%	15.7%	15.4%	6.4%	1.2%	0.3%
	DPS (2)	3,306	1,788	855	336	27	29	104	98	59	5	4
	Utilization	100.0%	54.1%	25.9%	10.2%	0.8%	0.9%	3.1%	3.0%	1.8%	0.2%	0.1%
			-28.3%	-0.4%	-2.2%	0.4%	-0.6%	12.5%	12.5%	4.6%	1.0%	0.2%

Note 1: Race/ethnicity %s are based on 2009 Census Data for Texas

Note 2: DPS data based on DPS EEO Report from Human Resources Bureau as of July 2011. Includes all full-time and part-time employees.

Note 3: DPS Service & Maintenance includes Protective Services & Paraprofessionals from DPS HR report.

**STEP 4B**  
**Narrative of Utilization Analysis**  
**(under-utilization review)**

## Step 4B

### UTILIZATION NARRATIVE

The comparison of the Texas Department of Public Safety's workforce to the community labor statistics indicates an underutilization of women and minorities in several areas.

The Department uses the Equal Employment Opportunity Commission (EEOC) "Rule of 80" in determining statistically significant underutilization rates. Areas of underutilization in racial/ethnicity categories that fall below the "Rule of 80" or within 3 percentage points of meeting the "Rule of 80" will be handled through normal recruiting efforts. (This Rule states that if the agency's workforce, when broken down by gender, ethnicity, and job category is within 80%, or more, of the available labor force, then the agency is not underutilized for that particular group. Conversely, if the agency's workforce is not within 80% of the available labor force, then it is underutilized for that particular group.)

The state of Texas EEO-4 report does not capture the Native Hawaiian/Pacific Islander EEO category and Census data shows that this category represents less than three percent of the population of the state of Texas. Therefore, this category is not tracked by the Department. The Census data also shows that Asians represent less than three percent of the population of the state of Texas, but because this category is captured for the EEO-4 report, the Department captures data pertaining to the Asian race category.

The Department does not capture race in categories showing two or more races at this time because it is not required for the state's EEO-4 report.

### EEO Categories

(The following list includes but is not limited to these examples)

Officials/Administration	Director, Deputy Directors, Chief of Staff, Asst. Directors, Deputy Asst. Directors, Regional Commanders, Majors, Commanders, Asst. Commanders, Deputy Administrators, Senior Managers, Ombudsman, Equal Employment Opportunity Officer, Director – Human Resources, General Counsel, Inspector General, Government Relations and Public Information Officer.
Professionals	Captains, Lieutenants, Managers, Asst. Managers, attorneys, staff psychologist, psychological services, criminalists, network specialists, auditors, and accountants
Technicians	Sergeants, Police communication operators, latent print technicians, commercial vehicle enforcement inspectors, programmers (I-IV), graphic designers and crime scene photographers,
Administrative Support	Clerks, secretaries, administrative assistants, data entry operators and record technicians.

**Skilled Craft**

**Print shop workers, field and headquarter building maintenance and fleet shop workers.**

**\*Service/Maintenance**

**Protective Services &**

**Paraprofessional are now**

**combined with Service/Maintenance)**

**First line commissioned peace officers and security personnel, driver license technicians/examiners, custodians, groundskeepers and cafeteria workers.**

*\* Protective Services and Para-professional categories are now combined with the Service/Maintenance for the DPS Utilization report (Step 4A). Prior to 2005, these categories were reported as separate groups; and once again these job categories are not contained in the Bureau of Labor statistics, Geographic Profile of Employment and Unemployment, 2004*

**\* For recruiting purposes, DPS will continue to track and report Protective Service Workers in a separate category.**

**A focused effort will be made to recruit qualified applicants in all the significantly underutilized areas identified.**

**While a major emphasis will be placed on the categories that show to have statistically significant underutilization rates, the Department will continue to communicate our job opportunities to all minority and female groups in an effort to have our workforce mirror the diverse population of the state of Texas.**

1 Underutilization is considered statistically significant if the percent utilization in the Department's workforce is 80% or less than that of the civilian workforce, the total race category is 3% or more of the total population and Department must employ an additional 3% or more in the targeted categories to reach the "Rule of 80."

## **STEP 5**

### **Objectives**

## **STEP 5**

### **OBJECTIVES**

The Texas Department of Public Safety exists to provide the state with law enforcement officers to uphold Texas laws. Even though less than half of the Department's total workforce are commissioned officers, the commissioned officers and the duties they perform provide the impetus for all other duties and activities performed by Department staff. For this reason, the Department devotes a lot of time and energy in recruiting and training law enforcement officers.

Our recruitment efforts for commissioned positions are extensive and field recruiters are selected to team with the full-time recruiting staff in the goal of hiring the best candidates available in the field of law enforcement. The full-time recruiting staff also works diligently to hire a high-quality, diverse workforce to perform the various duties and responsibilities of the non-commissioned positions available within the Department. All the recruiters place great emphasis on hiring a diverse workforce that mirrors the state of Texas community labor force.

Working toward these goals, the Department will execute a focused community outreach program to include 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 a review of all job requirements and hiring procedures have been accomplished. This measure will be taken to ensure that no unnecessary obstacles exist that could deny the identified underutilized groups an equal opportunity to the Department's vacancies. The staff charged with recruiting will ensure that job announcements are made available to a wide range of recruiting sources.

## **STEP 6**

### **Steps to Achieve Objectives**

## STEP 6

### STEPS TO ACHIEVE OBJECTIVES

- Continue recruiting activities throughout the state, targeting the underutilized populations.
- Continue to provide managers and supervisors with training regarding EEO laws, policies and procedures.
- Consistently track, review and evaluate all recruiting processes. Revise processes, as needed.
- Participate in career days and job fairs. Specifically, attend the fairs in areas that have a large percentage of the underutilized target groups.
- Use employees from the underutilized groups as team members to assist with recruiting efforts.
- Notify community organizations and education/training facilities when employment opportunities are available.
- Continually expand and update recruiting sources, including the points of contact. Emphasis will be placed on sources providing referral services to the underutilized target groups.
- Place advertisements in publications whose readership includes high percentages of the underutilized target groups.
- The EEO Officer and the Recruiting Coordinator, along with other personnel responsible for recruiting, shall regularly review the workforce utilization analysis to determine which groups are underutilized in the various categories. The plan of action will be revised to target the underutilized groups when the need exists.
- Recruiting efforts for Trooper positions will include placing public service announcements with television and radio stations across the state, as budget allows.
- In addition to normal recruiting activities, additional recruiting efforts for Troopers will be made. Recruiters and other designated personnel will speak to community groups, contact schools and colleges with high minority and/or female enrollment, and other face-to-face recruiting efforts, as they are made available.
- The Department will participate in the State Police/Highway Patrol Hiring and Promotion Summit on an annual basis to brainstorm with other states on ways to improve the hiring of the underutilized target populations in the sworn positions.
- All recruitment advertisements shall contain the phrase: "Equal Opportunity Employer."

## **STEP 7**

### **Dissemination**

## STEP 7

### DISSEMINATION

#### External

- The Equal Employment Opportunity Plan (EEOP) will be placed on the Department's Internet site.
- All recruiting sources will be notified about the Department's EEOP and its commitment to recruit minorities, females and persons with disabilities.
- The "Equal Opportunity Employer" statement will continue to be placed on all job postings.

#### Internal

- New employees will be trained in EEO law and the Department's EEO policies and procedures, including the Department's EEOP.
- The Department's EEOP will be reviewed and updated annually.
- Efforts will be made to ensure that all Department employees are familiar with the Department's EEOP.