



"Serving Texas Since 1893"

## **Texas Animal Health Commission**

### ***Equal Employment Opportunity Statement and Agency Recruitment Plan***

#### **Statement of Commitment**

As an employer, the Texas Animal Health Commission ("TAHC") 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 agency is dedicated to establishing a work environment that is free from discrimination.

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

#### **Equal Employment Opportunity**

It is the policy of the TAHC that all employees and applicants for employment are guaranteed equal employment opportunity. Essentially, this means that we will not discriminate against any employee 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 agency will be based upon job-related criteria only. Employees who apply for and are qualified for promotions or transfers will be given equal consideration.

It is our policy that all hiring authorities 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 periodic training courses in administering the TAHC's equal employment opportunity policy.

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

All other personnel policies and practices of the agency, 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, TAHC will continually review our personnel practices and procedures to ensure that all supervisors and directors are adhering to our commitment to Equal Employment Opportunity principles, but our commitment extends beyond current practices and procedures. The agency 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.

## **Recruitment Plan**

The foundation of the agency's recruitment plan is one that will ensure the fullest participation of all covered classes. The Human Resources ("HR") staff is charged with overseeing all recruitment activities of the agency. The HR staff will work with the management in our region offices to ensure that job announcements are made available to a wide range of recruiting sources. To the greatest extent possible, job announcements will be published with extended closing dates or posted as "open until filled" so there is ample time for the announcements to be distributed to as many recruitment sources as possible. The Communications and Public Relations Office will support the HR Department in recruitment efforts by sending job announcements to an extensive list of industry groups, livestock producers, practicing veterinarians, federal counterparts, other states governments' animal health agencies, and Social Media outlets, when needed. Recruitment sources that target the agency's under-represented EEO categories will be sought whenever possible. Notices of vacancies will always be posted in accordance with State of Texas posting rules.

## Recruiting Efforts

When funds are available and recruitment is practicable in the locale in which we are recruiting, the agency may use any or all of the following recruitment methods:

- Participation in career days and job fairs.
- Notification to community organizations and education/training facilities.
- Postings sent to industry leaders and livestock producers via e-mail.
- Social media will be used for recruiting applicants.
- Participation in school/college activities that help to promote agricultural careers in state government.
- Employee involvement in community activities that promote the agency and foster a positive image for the TAHC in the community.
- Placement of advertisements in publications whose readership includes a diverse population.
- Internet recruiting sources.

## Statistically Under-represented Groups

In determining statistically under-represented EEO groups within the agency, the TAHC used statewide workforce statistics as a benchmark. These statistics are compiled by the Texas Workforce Commission's Civil Rights Division ("TWCCRD"). TAHC then compared the agency's workforce as of August 31, 2014 to the statewide civilian workforce to determine where the agency fell short of the civilian workforce in the employment of minorities and women.

The following table represents TAHC's workforce compared to the Texas civilian workforce. The percentages represent the amount of under-representation for the following categories. If there is no percentage in the box, the category is sufficiently represented in TAHC's workforce.

JOB CATEGORY	African American	Hispanic American	Females	Males
<b>Officials/Administration</b>	<b>0.0%</b>	<b>5.3%</b>	<b>26.3%</b>	<b>73.7%</b>
<b>Professional</b>	<b>3.4%</b>	<b>13.8%</b>	<b>51.7%</b>	<b>48.3%</b>
<b>Technical</b>	<b>20.0%</b>	<b>6.7%</b>	<b>26.7%</b>	<b>73.3%</b>
<b>Administrative Support</b>	<b>3.3%</b>	<b>16.7%</b>	<b>90.0%</b>	<b>10.0%</b>
<b>Para-Professional</b>	<b>3.1%</b>	<b>12.3%</b>	<b>23.1%</b>	<b>76.9%</b>

*(Percentages represent the amount of under-representation in the TAHC workforce)*

The following table shows the percentages of the actual civilian workforce as compared to the actual percentages of TAHC's workforce broken into EEO categories. The shaded boxes indicate the areas where TAHC's percentage is below that of the civilian workforce.

Job Categories	Caucasian American % (CWF)	Caucasian American % (TAHC)	African American % (CWF)	African American % (TAHC)	Hispanic American % (CWF)	Hispanic American % (TAHC)	Female % (CWF)	Female % (TAHC)	Male % (CWF)	Male % (TAHC)
<b>Official/ Administration</b>	65.42%	94.7%	7.12%	0.0%	20.90%	5.3%	37.48%	26.3%	62.52%	73.7%
<b>Professional</b>	60.01%	82.8%	10.96%	3.4%	18.55%	13.8%	54.88%	51.7%	45.12%	48.3%
<b>Technical</b>	48.85%	73.3%	13.75%	20.0%	28.82%	6.7%	51.31%	26.7%	48.69%	73.3%
<b>Administrative Support</b>	49.20%	80.0%	13.58%	3.3%	33.00%	16.7%	72.80%	90.0%	27.20%	10.0%
<b>Skilled Craft Worker</b>	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>* Para Professional</b>	31.40%	84.6%	12.72%	3.1%	51.20%	12.3%	48.52%	23.1%	51.48%	76.9%

\*Para-professional, Protective Service, and Service and Maintenance are combined under the Para Professional category for this report.

Legend

CWF = Civilian workforce  
 TAHC = Texas Animal Health Commission workforce  
 Yellow = under-represented areas

Continued Review of Agency Statistics

At the beginning of each calendar year when the EEO statistics are captured by the Comptroller's Office, the Human Resources Department will review workforce statistics to determine the agency's under-represented EEO categories and to assess the effectiveness of recruitment efforts during the previous fiscal year. Adjustments will be made to the recruitment plan, as needed.

**Equal Employment Opportunity Statement and Recruitment Plan Communication**

The Equal Employment Opportunity Policy Statement and the TAHC Recruitment Plan shall be communicated to all employees by posting it on the agency's intranet and providing the location of the plan to employees through newsletters and mass e-mail distribution. The plan shall also be posted conspicuously in areas where applicants hand-deliver applications and on the agency's Internet site for public view. As per §161.031(d)(1), Texas Agriculture Code, a copy of this plan shall be submitted for review to the TWCCRD. Per §161.031(e), Texas Agriculture Code, an updated recruitment plan will be filed with the Governor's Office annually.

Communication of this plan is intended to ensure that all of the agency's employees and the public at large are aware of TAHC's commitment to providing equal employment opportunity to all applicants and employees of the agency. To further emphasize the agency's commitment to this policy, the statement "Equal Opportunity Employer" or "EOE" shall be utilized in recruitment advertisements and literature.

**EEO Complaint Handling Procedures**

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

Approved: Dee Ellis DVM 06/12/2015  
Dee B. Ellis, D.V.M. , M.P.A. Date  
Executive Director