

EQUAL EMPLOYMENT OPPORTUNITY

and

AFFIRMATIVE ACTION PLAN

TEXAS STATE SOIL AND WATER CONSERVATION BOARD

Adoption Date  
September 20, 2000  
Amended  
January 27, 2005  
Amended  
January 27, 2006  
Amended  
January 26, 2007  
Amended  
January 28, 2008

TEMPLE, TEXAS

A handwritten signature in black ink on a light-colored rectangular background. The signature is stylized and appears to read 'R. Isom'.

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REX ISOM  
EXECUTIVE DIRECTOR

- I. **Policy Statement:** It is the intent of the Texas State Soil and Water Conservation Board to provide equal employment opportunity for all persons regardless of race, color, age, sex, religion, national origin, disability or veteran's status. Physical disability or condition is not considered a factor in employment unless the specific job so warrants. Equal Opportunity is provided for all persons in the areas of recruiting, hiring, transfers, promotions, training, compensation, benefits, layoffs, and terminations. Vacancies are filled in accordance with agency job descriptions, State Classification system guidelines, legislative appropriations and the intra-agency career ladder.
  
- II. **Purpose:** The purpose of the Texas State Soil and Water Conservation Board's affirmative action plan is to insure compliance with the policy statement detailed above and to provide a management tool to be utilized throughout the agency to assure equal employment opportunities in all phases of employment.
  
- III. **Scope of Plan:** This Affirmative Action Plan covers all employees and applicants for employment with the Texas State Soil and Water Conservation Board. The plan is an integral part of agency personnel policy and will be administered by those employees in management and supervisory positions. The Executive Director or the Executive Director's designee shall prepare and maintain a written policy statement that implements a program of equal employment opportunity to ensure that all personnel transactions are made without regard to race, color, sex, religion, age, disability, national origin or veteran's status. The policy statement shall cover an annual period, be updated at least annually, be reviewed by the Texas Workforce Commission and be filed with the Governor's Office.
  
- IV. **Functions of Agency:** The Texas State Soil and Water Conservation Board assists and coordinates the activities of the Soil and Water Conservation Districts in the state, disseminates information concerning the activities and programs of the districts and serves as liaison between districts and other state and federal agencies.
  
- V. **Organization Structure:** (Agency Organization Chart is Attached.)

## VI. Analysis Of TSSWCB Workforce

Total Workforce as of January 1, 2008:

Total Employees	67
Nonminority Male Employees	36
Female Employees	26
African American Employees	2
Hispanic American Employees	7
American Indian Employees	1
Asian Pacific Employees	1

## VII. Plan Development, Communication and Administration:

- A. **Plan Development:** Plan development was initiated in discussion between the Executive Director and representatives of the Governor's Office of Equal Employment Opportunity. The Fiscal Officer has been delegated overall responsibility for developing, coordinating and implementing an Affirmative Action Program.
- B. **Communication:** The Human Resource Coordinator will serve as EEO coordinator and insure that the policy of equal employment is made known both internally and externally. The following actions will be taken to disseminate the agency policy:
  1. **Internal:**
    - a. The Affirmative Action Plan will be discussed with all employees to insure full understanding.
    - b. Additional affirmative action and equal employment opportunity policy information will be distributed to all employees as needed.
    - c. Personnel policies of the agency are accessible to all employees. All changes in personnel policies will be distributed to all employees through email.
    - d. A copy of this document will be available for review in the Human Resource office.
    - e. Copies of the current Affirmative Action Plan will be posted in Headquarters and all remote office locations.
  2. **External:**
    - a. Copies of the Affirmative Action Plan will be made available for review by all interested persons, including job applicants.

C. **Administration:** The Human Resource Coordinator serves as the Equal Employment Opportunity coordinator for the Texas State Soil and Water Conservation Board. The Equal Employment Opportunity coordinator will have the following responsibilities:

1. Develop an Affirmative Action Program for the Texas State Soil and Water Conservation Board
2. Assist in identifying EEO problems
3. Serve as liaison between the Texas State Soil and Water Conservation Board and the Governor's Equal Employment Office, minority organizations, and other interested groups
4. Keep staff informed of latest EEO developments
5. EEO Coordinator – Dawn Heitman

The EEO coordinator will appoint an EEO Advisory Committee comprised of the following:

<b>NAME</b>	<b>RACE</b>	<b>SEX</b>	<b>POSITION</b>
Richard Egg	White	Male	Engineer IV
Yolanda Brown	African American	Female	Contract Specialist I
Andy Garza	Hispanic American	Male	Regional Office Coordinator
Dawn Heitman	White	Female	HR Coordinator

The EEO Advisory Committee will also serve as a grievance committee. The committee will discuss any problems relative to affirmative recruitment and will review and evaluate methods of selecting, placing and appointing applicants for positions with the Texas State Soil and Water Conservation Board with the EEO Coordinator.

VIII. **Job Structuring and Upward Mobility:** All positions of the Texas State Soil and Water Conservation Board are authorized by the Texas Legislature in the General Appropriations Bill. An official job description for each of these positions has been prepared by the Job Classification Division of the State Auditors Office. The Texas State Soil and Water Conservation Board will comply with all aspects of the General Appropriations Bill regarding employment and will follow the Official State Job Classification Position Descriptions as a guide for all employment and promotion. Promotions will be made in accordance with the intra-agency career ladder program adopted by the agency.

IX. **Recruitment:** When vacancies occur, every effort will be made to secure the maximum number of qualified minority, disabled and female applicants within all classifications. Recruitment methods may include statewide minority, disability, and other associated organizations, educational institutions, and newspapers. Other methods include the Texas Workforce Commission and referrals from other governmental agencies. The Texas

State Soil & Water Conservation Board will continue to update its recruiting list as needed.

- X. **Selection, Appointment and Placement:** As applications are received for a vacant position, every effort will be made to select the most qualified applicant who meets the qualifications of the Position Classification Plan of this state without regard to race, color, age, sex, religion, national origin, disability, or veteran's status. Objective selection consistent with agency EEO Plan will be used in filling all vacancies.
- XI. **Other Personnel Actions:** The EEO Coordinator will ensure that a copy of the current AAP is available at all TSSWCB office locations. Personnel provisions of the General Appropriations Bill of the State of Texas will be available to all employees upon request. The EEO Advisory Committee will serve as the Grievance Committee relating to EEO issues. All work assignments will be made on a nondiscriminatory basis.
- XII. **Training:** The Agency, where possible, will provide opportunities for all employees to improve their skills and advance in their fields
- XIII. **Internal Evaluation of AAP and EEO Program:** A review will be made annually of the AAP and EEO program. At each review period, changes that are necessary will be made, objectives which have been accomplished noted and new objectives which have been determined will be circulated to all employees.
- XIV. **Annual Workforce Analysis:** The Texas State Soil and Water Conservation Board will review the State of Texas Minority Hiring Reports and the annual EEO-4 Report to compare employees by EEO category. EEO categories where minorities and females are underrepresented shall be identified and compared to the percentages as listed in the Current Appropriations Act, Minority Hiring Practices. An annual report will reflect progress in hiring minorities and any shortcomings due to limited vacancies available within the agency. Recommendations will also be listed in the annual report to assist the agency in hiring minorities.
- XV. **Problems, Goals & Objectives:**
  - A. Communication: There is a need to insure full understanding of the Affirmative Action Plan and its concepts by all members of the workforce.
    - 1. Objective: Full understanding of the AAP and related policies.  
  
Specific Action Step #1: Communicate EEO/AAP practices and policies annually to TSSWCB staff.

Target Date: Staff Meetings

Specific Action Step #2: Provide the Texas State Soil and Water Conservation Board members with a copy of updated AAP.

Target Date: Texas State Soil & Water Conservation Board Meetings

Specific Action Step #3: EEO Coordinator will provide each new employee, the provisions of the General Appropriations Act relative to personnel provisions and equal employment opportunity.

Target Date: Upon date of hire

B. Recruitment: Insures that all personnel transactions made by the Texas State Soil and Water Conservation Board are made without regard to race, religion, color, national origin, sex, age, disability or veteran's status.

1. Objective: Secure the largest number of qualified applicants for each job opening as these openings occur.

Specific Action Step #4: When vacancies occur, the largest number of qualified applicants possible will be obtained from sources at our disposal. The primary source for obtaining qualified applicants will be the Texas Workforce Commission. Other sources to be utilized may involve the news media, referrals from United States Department of Agriculture (USDA), National Association of Conservation Districts (NACD), National Association of State Conservation Agencies (NASCA), colleges, universities, and organizations that promote Affirmative Action candidates.

Responsibility: EEO Coordinator

Evaluation and Report: EEO Coordinator will report to Executive Director on applications received before vacancy is filled.

Specific Action Step #5: Provide all Texas State Soil and Water Conservation Board members with an updated copy of Minority Hiring Practices civilian labor force percentages as set forth in the Current Appropriations Act.

Target Date: Quarterly update during State Board Meetings.

## Affirmative Action/ Recruitment Plan

The following chart indicates levels of affirmative action/recruitment plan from the Texas Labor Code, Chapter 21, Section 21.502. The percentages show current levels in our agency compared to the available statistics posted by Texas Workforce Commission.

### TEXAS STATE SOIL AND WATER CONSERVATION BOARD EQUAL OPPORTUNITY PROVISIONS/JOB CATEGORY GOALS

January 1, 2008

Job Category	#	African American			Hispanic American			Female		
		State %	Actual %	# Emp	State %	Actual %	# Emp	State %	Actual %	# Emp
Officials & Admin.	10	7.27%	0.00%	0	11.61%	10.00%	1	31.63%	10.00%	1
Professional	43.35	9.31%	2.31%	1	10.85%	6.92%	3	46.93%	36.91%	16
Admin. Support	7	17.94%	14.29%	1	31.41%	28.57%	2	55.81%	100.00%	7
Technicians	5	13.67%	0.00%	0	18.89%	20.00%	1	39.36%	20.00%	1
<b>TOTAL</b>	<b>65.35</b>		<b>3.06%</b>	<b>2</b>		<b>10.71%</b>	<b>7</b>		<b>38.26%</b>	<b>25</b>

We will continue to develop and use more sources to both increase our applicant flow and our number of minority candidates.

**Total FTE for Agency**      **65.35**  
**Total Headcount**            **67**  
**Total Minority**  
**Employees**                      **34**  
**% Minority Employees**      **52.0%**

