

Equal Employment Opportunity Statement

As an employer, the Texas Animal Health Commission (TAHC) provides equal employment and advancement opportunities to all employees, without regard to race, national origin, gender, religion, age, disability or color. The agency adheres to the principles contained in the Civil Rights Act of 1964, as amended; the Texas Commission on Human Rights Act; the Age Discrimination in Employment Act (ADEA); the Equal Pay Act; the Americans with Disabilities Act (ADA); the Pregnancy Discrimination Act (an amendment to the Civil Rights Act); and the Uniformed Services Employment and Reemployment Rights Act (USERRA). The agency is dedicated to establishing a work environment that is free from any type of discrimination or harassment.

Workforce Analysis

In determining statistically under-represented EEO groups within the agency, the TAHC uses statewide workforce statistics as a benchmark. These statistics are compiled by the Texas Workforce Commission’s Civil Rights Division (“TWCCRD”). The TAHC then compares the agency’s workforce to the latest compiled statewide civilian workforce percentages to determine what areas the agency should target in the employment of minorities and women.

The following table shows the percentages of the actual Texas Civilian Workforce, as reported by the U.S. Census Bureau in 2019, as compared to the actual percentages of the TAHC’s workforce, as of August 2021, broken into the various EEO categories. The shaded boxes indicate the areas where the TAHC’s percentages are below that of the Texas 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)
Official/ Administration	59.44%	82.61%	8.54%	4.35%	24.74%	8.70%	41.71%	39.13%	58.29%	60.87%
* Professional	54.80%	70.71%	10.90%	1.43%	21.77%	26.43%	54.13%	31.43%	45.87%	68.57%
Technicians	44.62%	62.50%	15.05%	18.75%	29.75%	12.50%	56.85%	25.00%	43.15%	75.00%
Administrative Support	43.55%	79.31%	14.60%	0.00%	36.53%	17.24%	74.74%	89.66%	25.26%	10.34%

**For the purposes of this report, Professional and Para Professional were combined. Inapplicable categories were removed.*

Legend

CWF = Civilian workforce

TAHC = Texas Animal Health Commission workforce

Orange = under-represented areas

The following table represents the TAHC’s workforce for fiscal year 2021 compared to the Texas Agencies’ Workforce Composition Fiscal Year 2020 data. The percentages represent the amount of under-representation at the TAHC for the following categories. If there is no percentage in the box, the category is sufficiently represented in the TAHC’s workforce.

Job Category	African American	Hispanic American	Females	Males
Officials/Administration	7.68%	7.02%	16.56	
Professional	8.98%		6.07%	
Technical		13.81%	36.10%	
Administrative Support	18.36%	16.50%		7.95%
Para-Professional	36.04%		49.50%	

Continued Review of Agency Statistics

At the beginning of each fiscal 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 to assess the effectiveness of recruitment efforts during the previous fiscal year. Adjustments will be made to the recruitment plan, as needed.

Recruitment Plan Specifics

The foundation of the agency's recruitment plan is one that will ensure the 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 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 Department 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.

In an effort to obtain an applicant pool that reflects the diversity of the state, and thereby help reduce the differentials noted above, the Texas Animal Health Commission plans to reach out to under-represented communities both externally and internally. These steps, as appropriate, may include, but are not limited to the following:

Job Fairs

Due to the global pandemic, the Texas Animal Health Commission intends to attend job fairs in FY 2022 – 2023 where attendance is considered safe and a business necessity for the agency. Recruiting efforts in this area will increase over the next fiscal year with the decrease in risk created by the pandemic.

Advertising

CAPPS. The TAHC Human Resources Department posts all job vacancies utilizing the Centralized Accounting and Payroll/Personnel System (CAPPS) Recruiting platform. CAPPS Recruit distributes all job vacancy information to various job boards including, but not limited to, WorkinTexas.com, Indeed, and ZipRecruiter.

Colleges/Universities. The TAHC Recruiter has coordinated with multiple Texas universities (including those with significant minority student populations), via the online platform Handshake.com, so the TAHC can post jobs directly on their websites that are viewable by students and alumni (at no charge). The TAHC Recruiter reviews posted jobs on a case-by-case basis and posts notices of posted jobs with relevant universities.

Electronic Notification. The TAHC Communications Department will share job postings with industry leaders and livestock producers via e-mail notification at the request of the hiring authority.

Social Media. The TAHC Communications Department shares all job postings on three major social media sites. These include Facebook, LinkedIn, and Twitter. This practice began in 2015 and the TAHC has seen an increase in the number of applications received for all open positions due to reaching a larger audience. Looking forward, employees will be encouraged to share information on identified special interest groups, and other social media outlets, adding to the growing audience for potential candidates.

Employee Involvement. Employee involvement in community activities, that promote the agency and foster a positive image for the TAHC in the community, as well as participation in school/college activities, that help to promote agricultural careers in state government, is encouraged and supported.

Case-by-case Review

In addition to the strategies outlined above, HR will seek to identify any specific recruitment ideas that may be helpful based on the specific needs of a particular job. HR will work with hiring supervisors to obtain additional information about a targeted position and its requirements in order to conduct effective recruiting for the position. For example, customized recruitment activity can include newspaper or professional journal advertising, university career service center posting, and posting to targeted internet sites (dice.com, ASID.org, asfmra.org, etc.).

The Texas Animal Health Commission also strives to maintain Veterans and individuals with disabilities, within the workforce, to build upon our initiatives related to federal contracting.

Communication of the Recruitment Plan

The Equal Employment Opportunity Policy Statement and the TAHC Recruitment Plan will 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 will also be posted conspicuously in areas in view

of the public and on the agency's internet site for public view. As per the Texas Agriculture Code, Section §161.031(d)(1), a copy of this plan shall be submitted for review to the Texas Workforce Commissions Civil Rights Division (TWCCRD). Per the Texas Agriculture Code, Section §161.031(e), an updated recruitment plan will be filed with the Governor's Office annually.

Communication of this plan is intended to ensure that all agency employees and the public at large are aware of TAHC's commitment to providing equal employment opportunity to all applicants to include current 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 Policy and Complaint Process

Policy

It is the policy of the TAHC that all employees and applicants for employment are guaranteed equal employment opportunity. The TAHC 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 agency 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 the Texas Labor Code, Section §21.010.

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, the 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.

Complaint 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 their immediate supervisor, any supervisor in the chain of command, the Director of Human Resources or the Chief of Staff. 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:

Andy Schwartz, D.V.M, Executive Director

Date