

**Texas Water Development Board
Recruitment Plan
Fiscal Year 2021**
September 1, 2020 – August 31, 2021

EEO Contact

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Recruitment Plan

I. Equal Employment Opportunity Statement

It is the intent of the Texas Water Development Board (TWDB) to provide equal employment opportunity for all persons regardless of race, color, age, sex, religion, sexual orientation, 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 and legislative appropriations.

II. Purpose

The purpose of the TWDB's Recruitment Plan is to ensure 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 Recruitment Plan covers all employees and applicants for employment with the TWDB. The plan is an integral part of agency personnel policy and will be administered by those employees in management and supervisory positions. The foundation of the agency's recruitment plan is one that will ensure the fullest participation of all covered classes. The agency will achieve this through a focused community outreach program that includes the utilization of non-traditional recruiting sources.

Human Resources staff charged with recruiting or related duties will work with the Director of Human Resources and program staff to ensure that job announcements are made available to a wide range of recruiting sources. Job announcements will 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.

IV. Designation of Responsibility

Authority for implementation of the TWDB Recruitment Plan resides with the TWDB Executive Administrator. To ensure equal employment opportunity, the TWDB Executive Administrator designates the responsibility to establish, monitor, evaluate and implement the EEO policies and procedures and the Recruitment Plan. The responsibility of the Director of Human Resources is to ensure that the policy of equal employment is made known both internally and externally. The following actions are taken to disseminate the agency policy:

- A. The Recruitment Plan will be discussed with all new employees to ensure full understanding.
- B. Additional equal employment opportunity policy information or updates will be distributed to all employees as needed.
- C. The TWDB Employee Handbook that details agency personnel policies is accessible to all employees. All changes in these policies will be available on the agency's internal website and employees will be notified of any changes.
- D. A copy of this Recruitment Plan will be made available on the TWDB career page for review by all interested persons, including job applicants.

V. *Plan Development*

Each year, the TWDB evaluates the effectiveness of its Recruitment Plan to determine if any modifications or policy changes are required. By careful analysis of hiring and retention practices, the TWDB can determine what specific activities were successful. The Director of Human Resources has been delegated overall responsibility for developing, coordinating and implementing a Recruitment Plan. The Director of Human Resources is responsible for:

- assisting in identifying and resolving EEO problems;
- serving as liaison between the TWDB and the Governor's Office, the Texas Workforce Commission - Civil Rights Division, minority organizations, and the public;
- keeping staff informed of latest EEO developments; and
- developing and maintaining an effective Recruitment Plan to ensure that areas of underutilization are addressed through a comprehensive plan of recruitment and retention.

VI. *Plan Implementation*

In order for TWDB to decrease the underutilization for African Americans and Hispanics in the job categories of Officials/Administrators and Administrative Support, the agency has continued to expand its recruitment target areas for vacant positions as a part of its overall recruitment process in the following ways:

A. *Career Fairs.*

- The TWDB plans to participate in a variety of career fairs (when applicable and economically feasible) that target underrepresented groups such as the *American Society of Civil Engineers Student Symposium* which creates an opportunity for employers to meet with students from universities from across Texas and Mexico. TWDB will seek opportunities to participate in other career fairs with entities such as the National Association of Black Accountants, American Woman's Society of Certified Public Accountants, Great Austin Hispanic Chamber of

Commerce, Black Austin and Black Women in Austin, and the National Urban League.

B. Internship Program.

- ***Communication with Career Centers*** - The TWDB plans to continue communication with career centers within educational institutions specific to the minority groups to include local educational institutions that have a high enrollment of persons in underrepresented groups.
- ***Mickey Leland Internship Program*** - The TWDB is hiring two Mickey Leland interns in the summer of 2021. The program's mission is to heighten the awareness and encourage the participation of minorities, women, and economically disadvantaged college/university students regarding environmental-related issues and policies; and to develop a diversified work force within Texas' environmental agencies and private corporations by promoting employment opportunities for students exploring future professional opportunities in the environmental fields.
- ***Environmental & Natural Resources Law Section Internship Program*** – The State Bar of Texas, Environmental & Natural Resources Law Section (ENRLS) is sponsoring one summer internship for students currently in their second year of law school. ENRLS fosters the success of a diverse community of environmental, energy, and resources lawyers, advisors, law students, and decision-makers and provides a premier forum for the exchange of ideas and information.
- ***Externships*** – Students from The University of Texas at Austin, Jackson School of Geosciences Externship come onsite to tour and learn about the work the Texas Water Development Board This is a great recruitment event that educates students about internship and future job opportunities.

C. Advertising.

- ***Placement of Job Announcements*** – TWDB Human Resources will encourage more job advertisement in publications, websites, or other resources whose readership includes a diverse population (when applicable and economically feasible).
 - ***Handshake*** – TWDB Human Resources will continue to post relevant job vacancies on Handshake. Handshake connects employers with students and young alumni from across 1,100 colleges and institutions. These include Historically Black Colleges and Universities, Hispanic-serving institutions, and women's colleges, plus 150+ student diversity groups including the National Society of Black Engineers and the Society of Women Engineers.
 - ***Professional Diversity Network*** - TWDB Human Resources will continue to post relevant job vacancies on the Professional Diversity Network (PDN). PDN is the nation's leading single-source diversity online recruitment company with 30+ membership-based diversity partners. This recruitment effort assists in increasing diverse candidate flow, source and qualify interested candidates, and provides culturally relevant outreach and branding.

- ***Continual Expansion & Updating Recruiting Sources*** - TWDB Human Resources has created an inclusive list of free and paid job posting resources sites to include multiple universities across the state of Texas. We have and will continue to add to this list to include more posting sites that are geared towards under-represented target groups including appropriate points of contact. (Emphasis will be placed on sources providing referral services to protected minority groups, women, persons with disabilities, and veterans).

D. Networking Initiatives.

- ***Develop Partnerships with Minority Organizations*** – The TWDB will begin to develop closer partnerships with minority organizations to include Hispanic Chamber of Commerce, Community Alliance, National Association for the Advancement of Colored People, Greater Austin Black Chamber of Commerce, and National Association of Black Accountants.
- ***Participation and Membership with the Austin Human Resources Management Association*** – Human Resources staff attend trainings and conferences to keep informed on current topics and legislative activity. Staff also participate by serving on various committees and attend networking events. Networking also allows Human Resources staff to expand their knowledge and experience base.

E. Selection Process Evaluation and Resources.

- The TWDB will ensure freedom from bias by reviewing job application forms and evaluating selection methods to ensure they are job-related. Additional training will be provided to Hiring Teams with an emphasis on how to incorporate diversity hiring goals and strategies.
- In 2020, TWDB developed an employee Diversity, Equity and Inclusion (DE&I) Committee made up of internal TWDB employee volunteers. This committee is responsible for assisting in fostering diversity, equity and inclusion throughout the agency. The committee plans to inform, educate, engage, empower and promote equity. An early DE&I initiative will be to focus on enhancing diversity recruitment initiatives by providing related education and resources to hiring teams.

VII. EEO Complaint Handling Procedures

It is the TWDB's policy to regularly inform employees about the complaint process that is available for handling complaints of discrimination or other EEO-related problems. Any TWDB 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 Agency, Deputy Executive Administrator for Operations and Administration, General Counsel, Director of Human Resources, or any member of the Human Resources or General Counsel staff. All complaints will be handled fairly and expediently. It is the TWDB's policy that no employee shall suffer reprisal for seeking resolution of a problem through this procedure.

VIII. Statistically Under-represented Groups

The utilization analysis was conducted for the Texas Water Development Board (TWDB) using the 80% Rule. This rule compares the actual number of employees to the expected number of employees based on the available state Civilian Labor Force (CLF) data for African American, Hispanic, and female employees.

For the purpose of this analysis, a group is considered underutilized when the actual representation in the workforce is less than 80% of what the expected number would be based on the CLF. The TWDB reviewed and conducted analysis to determine where underutilization was identified. The utilization analysis of the TWDB for fiscal year 2020 indicated potential underutilization in the categories of Officials/Administrators (A) and Administrative Support (C) in its workforce. The following tables summarize the results of the utilization analysis.

Job Category	Utilization Analysis Results
Officials/Administrators (A)	African American (potential underutilization)
Administrative Support (C)	African American and Hispanic (potential underutilization)
Service Maintenance (M)	N/A
Professional (P)	No Underutilization
Protective Services (R)	N/A
Skilled Craft (S)	N/A
Technical (T)	N/A

The job categories showing potential underutilization are Officials/Administrators and Administrative Support. In order for TWDB to decrease the potential underutilization for African Americans and Hispanics, the agency has continued to expand its recruitment target areas for vacant positions that fall into those job categories of as a part of its overall recruitment process.

IX. Statewide Utilization Analysis

(See attachment)

X. TWDB EEO and Recruitment Plan Policies

The TWDB Human Resources Division maintains 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, sexual orientation, 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.

XI. Certification

The Texas Water Development Board is committed to implementation of the Recruitment Plan. Furthermore, the TWDB will continue to develop this plan to ensure continued effectiveness.

Approved:

LaDawn Gray
LaDawn Gray, Director of Human Resources

3/10/2021
Date

Edna Jackson
Edna Jackson, Deputy Executive Administrator,
Operations and Administration

3/10/2021
Date